

RainWise New Contractor On-Boarding Form



Name of Business:			
Business Owner Name:			
Other Staff Members Working on RainWise:			
Business Address:			
Business Phone:		Cell Phone:	
Business Email:			
Language Spoken in the Business:			

Participating RainWise contractors and designers must have a City of Seattle business license and be licensed to do business in the State of Washington. RainWise projects must be completed by a State of Washington General or Specialty licensed contractor. Participating RainWise contractors and designers operating as corporations or limited liability companies must also be registered with the Office of Secretary of State. For more information, see: <https://700milliongallons.org/rainwise/contractor-resources/>

Copy of City of Seattle License Attached?	Yes	No
Copy of Washington State Contractor License Attached?	Yes	No
License/Unified Business Identifier (UBI) Number:		

RainWise Training Date (e.g. Spring 2021):
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If you would like to be added to the RainWise Website and other promotional materials, please briefly describe your company's services and complete the questionnaire below. Please include information that you would like customers to use to contact you.

Does your business provide any non-RainWise services? (check all that apply)

- | | | |
|--------------------------------|--------------------------------|---------|
| Maintenance, Compost, Mulch | Permeable Pavement | Gutters |
| Build (construction, planning) | Design (architects, designers) | |

Regions of Seattle Your Business is Willing to Work In: (check all that apply)

- | | | |
|---------------------------------|----------------------------|-------------------------|
| North – Green Lake, U-District | NE – Lake City/Northgate | NW – Ballard/Crown Hill |
| South – South Park | SW - West Seattle/Delridge | W – Queen Anne/Magnolia |
| Central – Capitol Hill/Montlake | Downtown – Belltown | |



RainWise Contractor Questionnaire

Your answers to these questions will help us to understand how you plan to participate in RainWise and what type of customers you are most interested in working with. If you have any questions about this questionnaire or would like to talk more about how RainWise fits within your business model, please contact Tasha Bassett at Tasha.Bassett@seattle.gov or 206-549-7046.

1. Are you willing to do projects that are: *(Circle all that apply)*
 - a. Rain gardens only?
 - b. Cisterns only?
 - c. Both rain gardens and cisterns?

2. How much of your business do you anticipate RainWise being?
 - a. Very little. I took the training to be able to offer the rebate to my customers, but I do not intend to do many RainWise-only projects
 - b. Some. I hope to do both RainWise-only projects and to continue my current work
 - c. A lot. I hope that RainWise projects make up the majority of my business
 - d. I haven't decided yet whether to offer RainWise through my business

3. Do you think you will offer the Vendor Payment Option to your customers?
 - a. Yes
 - b. No

4. Would you like information about a low interest loan from Craft3?
 - a. Yes
 - b. No

5. Are you interested in doing residential scale RainWise projects or large installations?
 - a. Residential
 - b. Large installations (2,000+ sq. ft.) – these are often installations at community clubs or churches
 - c. Both

6. Do you plan to charge customers a fee for initial consultations?
 - a. Yes
Please describe the amount/fee/percentage:
 - b. No

7. Are you interested in doing cluster installations (multiple installations in an area) and would you offer incentives for these customers?
 - a. Yes
Please describe incentives:
 - b. No

8. Do you plan to require a deposit or down payment for the work?
 - a. Yes
Please describe the amount or percentage:
 - b. No

RainWise Contractor Questionnaire (continued)

9. Do you plan to participate in RainWise customer events to meet new customers?
- a. Yes
 - b. Yes, but will require language support
 - c. No
 - d. I am not sure
10. Will your business model include jobs where you try to keep costs within the rebate amount?
- a. Yes
If yes, might this include allowing the customer to do some of the work? (i.e. digging holes, planting)
 - i. Yes
 - ii. No
 - b. No
 - c. I am not sure
11. How far out are you generally booked?
- a. I am available for new jobs now
 - b. I am available in 2 to 4 weeks
 - c. I am available in 4 to 6 weeks
 - d. I am available in 6 to 8 weeks
 - e. I am available in more than 8 weeks
 - f. Other
Please describe:
12. How long have you been in the landscape/construction business?
- a. Less than a year
 - b. 1 – 3 years
 - c. 3 – 5 years
 - d. 5 – 10 years
 - e. More than 15 years

RainWise Contractor Questionnaire – General Feedback

Please use this space to share any additional comments, questions, or other information you wish. Is there anything in particular you need to increase your ability to participate in RainWise effectively? Do you have any questions about the program and your participation?

RainWise Contractor Demographic Information – Optional

What is your race? (Check all that apply)

- White
- Black
- African American
- Other Black – *Specify below, for example, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.*

- Chinese
- Filipino
- Asian Indian
- Vietnamese
- Korean
- Japanese
- Native Hawaiian
- Samoan
- Chamorro
- Other Asian – *Specify below, for example, Pakistani, Cambodian, Hmong, etc.*

- Other Pacific Islander – *Specify below, for example, Tongan, Fijian, Marshallese, etc.*

- Hispanic, Latino, or Spanish origin
 - Mexican
 - Mexican American
 - Chicano
 - Puerto Rican
 - Cuban
- Other Hispanic, Latino, Spanish – *Specify below, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, etc.*

- American Indian
- Alaskan Native
- Other American Indian or Alaskan Native – *specify below, for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.*

What is your gender identity?

- Male
- Female
- Non-binary
- Decline to answer
- Other (please specify, if desired)

What is the primary language spoken at your home?

- | | | |
|-----------|----------|------------|
| Amharic | Khmer | Somali |
| Arabic | Laotian | Tagalog |
| Cantonese | Mandarin | Tigrinya |
| English | Oromo | Thai |
| Japanese | Russian | Vietnamese |
| Korean | Spanish | |
- Decline to answer
 - Other (please specify)

Which of the following broad ranges includes your age?

- Under 18
- 18 – 34
- 35 – 54
- 55 – 64
- 65 or older
- Decline to answer



Contractor Licensing Requirements

RainWise Program - Contractor Licensing Requirements

Participating RainWise contractors and designers must have a City of Seattle business license and be licensed to do business in the State of Washington.

<http://www.seattle.gov/rca/licenses/Licmain.htm>

<http://bls.dor.wa.gov/licensing.aspx>

RainWise projects must be completed by a State of Washington General or Specialty licensed contractor.

<http://www.lni.wa.gov/TradesLicensing/Contractors/HowReg/default.asp>

Participating RainWise contractors and designers operating as corporations or limited liability companies must also be registered with the Office of Secretary of State.

http://www.sos.wa.gov/corps/registration_forms.aspx

Washington State Contractor License Requirements

To do construction work in Washington, a contractor or company must register with the Washington Department of Labor and Industries.

General Contractor

- Post a \$12,000 bond.
- \$50,000 of property damage insurance
- State Uniform Business Identification (UBI) number
- State revenue tax number
- Office of Secretary of State registration for corporations/LLCs only
- IRS employer account number for employees
- Employment security number for employees
- Industrial insurance number for employees

Specialty Contractor

- Post a \$6,000 bond
- \$50,000 of property damage insurance
- State Uniform Business Identification (UBI) number
- State revenue tax number
- Office of Secretary of State registration for corporations/LLCs only
- IRS employer account number for employees
- Employment security number for employees
- Industrial insurance number for employees

A **general contractor** can perform or supervise numerous building trades or crafts.

A **specialty contractor** can perform **one** building trade or craft. Only a landscape specialty contractor can perform landscaping.

WAC 296-200A-016 (33) "Landscaping"--A contractor in this specialty constructs, maintains, repairs, installs and develops landscape systems and facilities for public and private gardens and other areas which are designed to aesthetically, architecturally, horticulturally, or functionally improve the ground within or surrounding a structure or tract or plot of land. Also prepares and grades plots; treats, conditions, prepares, and installs topsoil; performs hydroseed spraying; and plants all decorative vegetation. Landscaping includes installation of nonload bearing slabs, walkways and areas using concrete, brick, stone, or gravel; decorative wooden decks; garden walls, fences and screens up to six feet in height; and all other materials and equipment common to the industry. This specialty includes installation of residential lawn sprinklers (without pumps), ponds and water-features. *(Excluded from this specialty are cast in place or tilt up concrete, load bearing walls for structures, perimeter fencing along property lines or boundaries.)* Work in this specialty may also require an electrical license per chapter [19.28 RCW](#) and/or plumber certification per chapter [18.106 RCW](#). Registration is not required for companies who only deliver material and are not installing or placing the product.

Be RainWise rebates for rain gardens & cisterns



Seattle
Public
Utilities



King County

RainWise Contractor Training

Sample - City of Seattle Business License

City of Seattle Customer #: 714627

State of Washington UBI #: 602888022

Tax period: Annual*

Tax Reporting: Separate

BUSINESS LICENSE

EXPIRATION DATE
12/31/2013

* Annual tax return due: Jan 31
IF you have not received a blank return within 20 days of a due date, contact the Licensing & Tax Administration office.

HEALTHY PAINTING LLC
14521 8TH AV SW
BURIEN, WA 98166

Not Transferable Post Conspicuously

Business License
Expiration Date: 12/31/2013

THE CITY OF SEATTLE
Dept. of Finance and Administrative Services
700 Fifth Avenue Suite 4200
P.O. Box 34214
Seattle, WA 98124-0214
(206) 464-8888 Fax: (206) 464-8176
email: tax@seattle.gov
www.seattle.gov/vot

BUSINESS MAILING ADDRESS:

714627 000 7

HEALTHY PAINTING LLC
6523 CALIFORNIA AVE SW # 248
SEATTLE WA 98146-1833

2013

<https://www.seattle.gov/license-and-tax-administration/business-license-tax-certificates>

Seattle.gov
Mayor Jenny A. Durkan

Search Menu

Business Licenses and Taxes

Department of Finance and Administrative Services - Calvin W. Goings, Director

Home / Business License Tax Certificates

Business License Tax Certificates

Anyone doing business in Seattle must have a Seattle business license tax certificate. In addition to the helpful information on these pages, the Office of Economic Development's [Grow Seattle](#) program offers resources and assistance for starting and growing a business in Seattle.

[Apply or renew](#) [Who needs one?](#) [Annual cost](#) [Cancel a license](#)

How do I apply/renew?

- Online** - Apply, renew and manage your [account online](#). You should receive your business license tax certificate in one to two weeks.
- In person** - Visit the business licensing office on **floor 42** of the Seattle Municipal Tower, 700 Fifth Ave. You can complete an application, pay the fee and in most cases immediately receive your business license tax certificate.
- By mail** - Download a [Seattle business license tax certificate application](#). Then fill it out and mail it to us along with your payment. You should receive your business license tax certificate in one to six weeks.

Lost your license tax certificate?

If you lost or misplaced your business license tax certificate, contact us at 206-684-8484 or tax@seattle.gov. We will mail you another hard copy. Or you can visit us 8 a.m.-5 p.m., Monday-Friday, on the 42nd floor of the Seattle Municipal Tower, 700 Fifth Ave., to get a copy of your business license tax certificate.

Be RainWise rebates for rain gardens & cisterns



Seattle
Public
Utilities



King County

Sample - State of Washington Business License



BUSINESS LICENSE

UNIFIED BUSINESS ID#: 500 034 434
 BUSINESS ID#: 1
 LOCATION: 1
 EXPIRES: 09-30-2010

DOMESTIC PROFIT CORPORATION

GRAB N BAG FOOD TO GO, INC.
 GRAB N BAG MARKET
 6543 2ND ST SW
 SPOKANE VALLEY WA 99204

LOTTERY RETAILER
 TAX REGISTRATION
 SHOPKEEPER
 SPIRITS RETAILER #123456

INDUSTRIAL INSURANCE
 CIGARETTE RETAILER
 UNEMPLOYMENT INSURANCE

REGISTERED TRADE NAMES:
 GRAB N BAG MARKET

DUTIES OF MINORS:
 BAGGING GROCERIES/COLLECTING CARTS

Brad Flaherty
 Director, Department of Revenue

SAMPLE

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

STATE OF WASHINGTON
 BUSINESS ID: 500 034 434 1 1
 EXPIRES: 01-31-11

GRAB N BAG FOOD TO GO, INC.
 GRAB N BAG MARKET
 6543 2ND ST SW
 SPOKANE VALLEY WA 99204

LOTTERY RETAILER
 TAX REGISTRATION
 CIGARETTE RETAILER
 SPIRITS RETAILER #123456
 INDUSTRIAL INSURANCE
 UNEMPLOYMENT INSURANCE
 DUTIES OF MINORS
 BAGGING GROCERIES/COLLECTING CARTS
 PERMIT TO PURCHASE SPIRITS
 SPIRITS DISTILLERIES AND SPIRITS
 WHOLESALE SALES ON THIS
 PERMIT FOR THE PURCHASE OF
 EMPLOYEE OVER 18 YEARS OF AGE
 IS AUTHORIZED TO PURCHASE
 SPIRITOUS LIQUOR FROM YOU AS
 PROVIDED BY WASHINGTON
 STATE LIQUOR LAW RCW 66.24.055
 AND RCW 66.2

Brad Flaherty
 Director, Department of Revenue

DETACH THIS SECTION FOR YOUR WALLET

Tear-off portion

<http://bls.dor.wa.gov/licensing.aspx>

The screenshot shows the website interface for the State of Washington Business Licensing Service. At the top, there are navigation links: Home, Start your business, Change or update your business information, and How to renew your license. A sidebar on the left lists steps for starting a business: Plan your business, Get endorsement contact info and forms, Create your business structure, Apply for a state business license, Hire employees, Specialty endorsements, City and County endorsements, Frequently asked questions, Next steps, Change or update your business, and Renew your license. The main content area is titled 'Get licensing contact info and forms' and includes a 'Customized information' section where users can get a guide sheet by providing business details. Below this is a 'How to get your guide' section and a 'See also' section with links to State tax registration, Industrial insurance, Unemployment insurance, Trade name registration, and What are my next steps?

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	(Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)	
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
-				-					
or									
Employer identification number									
-									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)J—

A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABL accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Be **RainWise** rebates for rain gardens & cisterns

www.rainwise.seattle.gov



Seattle
Public
Utilities



King County

RainWise Contractor Program Participation Criteria

Rainwise is a publicly funded rebate program that relies on independent contractors to install voluntary green stormwater infrastructure (GSI) on private property. Funding is provided by Seattle Public Utilities and King County Water Treatment Division. As public agencies, it is our duty to ensure that all RainWise contractors are determined to be in good standing with State of Washington licensed contractor requirements, City of Seattle business requirements and have also followed RainWise programmatic requirements. Those contractors that meet these requirements are eligible to participate in the program, apply for rebates and can be promoted as RainWise Contractors by the programs outreach team.

RainWise contractors are promoted on the RainWise website Contractor Roster, printed program brochures and have the opportunity to attend contractor events with potential customers.

Those contractors that do not meet below criteria will be removed from the program, including the contractor roster until the criteria is met and cannot apply for rebates or promote themselves as RainWise contractors.

Participation Criteria is as follows:

- Attend the RainWise Contractor Orientation
- Submit and keep current Seattle Business License
- Submit and keep current Washington State Contractor License
- New Contractors: Perform one successful installation in your first year
- Existing Contractors: Perform one successful installation every two years
- Abide by RainWise best practices:
 - Adhere to the RainWise design standards on installations.
 - Consistently submit accurate pre and post inspection documents.
 - Consistently submit accurate rebate paperwork.
 - Arrive on time and attend all scheduled pre/post inspections.
 - Notify RainWise inspection staff as soon as possible if unable to attend pre/post inspection.
 - Address consistent unresolved RainWise customer complaints in a timely and thorough manner.
 - Any aggressive, confrontational, or threatening behavior towards RainWise customers, RainWise staff, inspection staff or other RainWise contractors will not be tolerated.

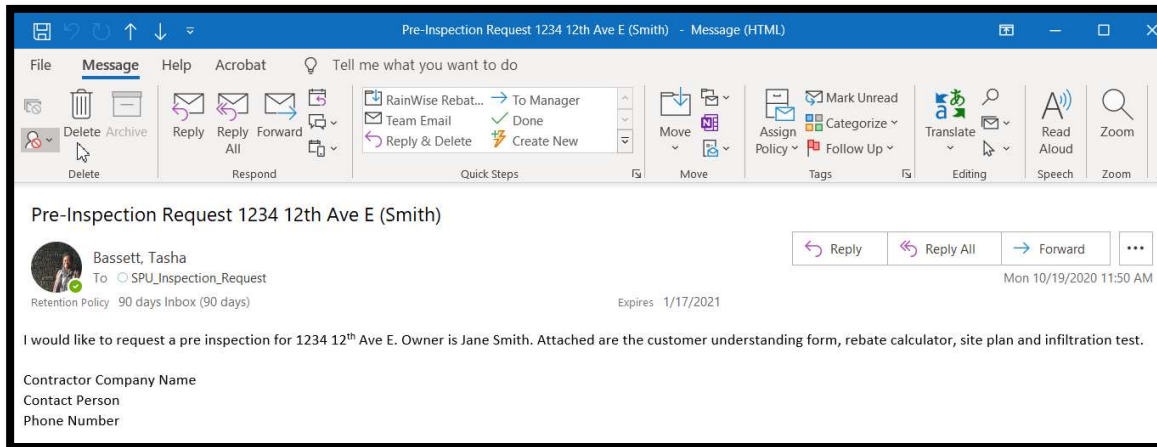
Failure to adhere to these participation criteria will result in removal from the RainWise program.

For questions regarding this document, please email rainwise@seattle.gov

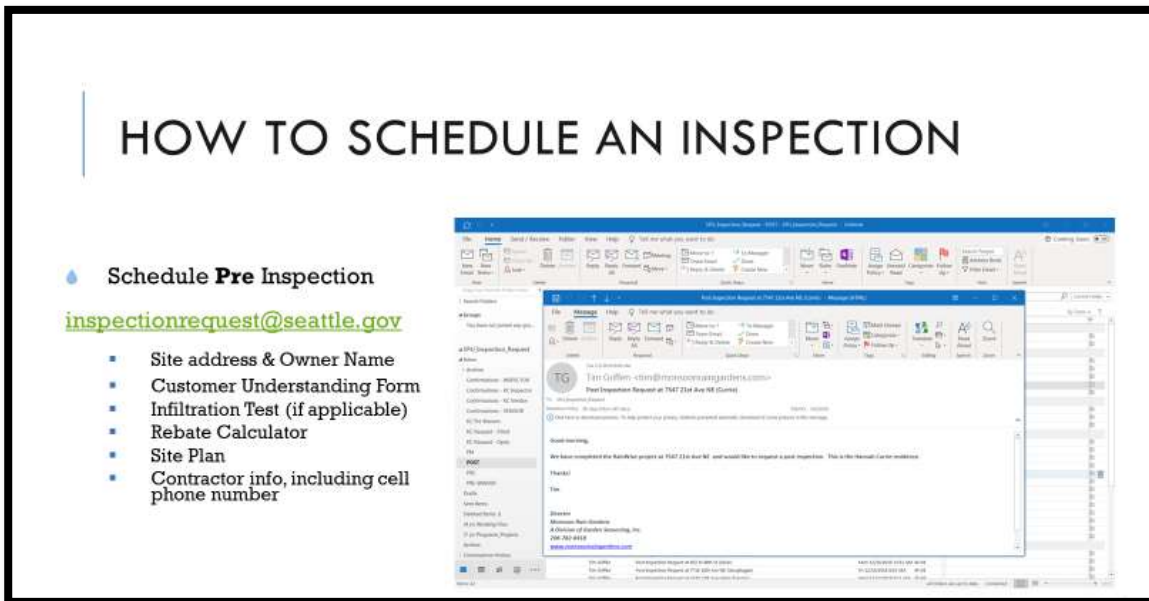


How to request a pre-inspection appointment:

- ☐ Please type in the email subject line: **Pre-Inspection Request at 1234 12th Ave E (Smith)**



- ☐ Include the following documents in your email:



The next available inspection appointment will be made for you on a specific date and time. If you are not able to make that appointment, please “decline” the appointment and indicate why. If you can make the appointment “accept” the appointment and show up at the appointment on the specific date and time.

If for any reason, you are not able to make the appointment the day OF the appointment. Please call the inspector and email the inspectionrequest@seattle.gov to let us know.

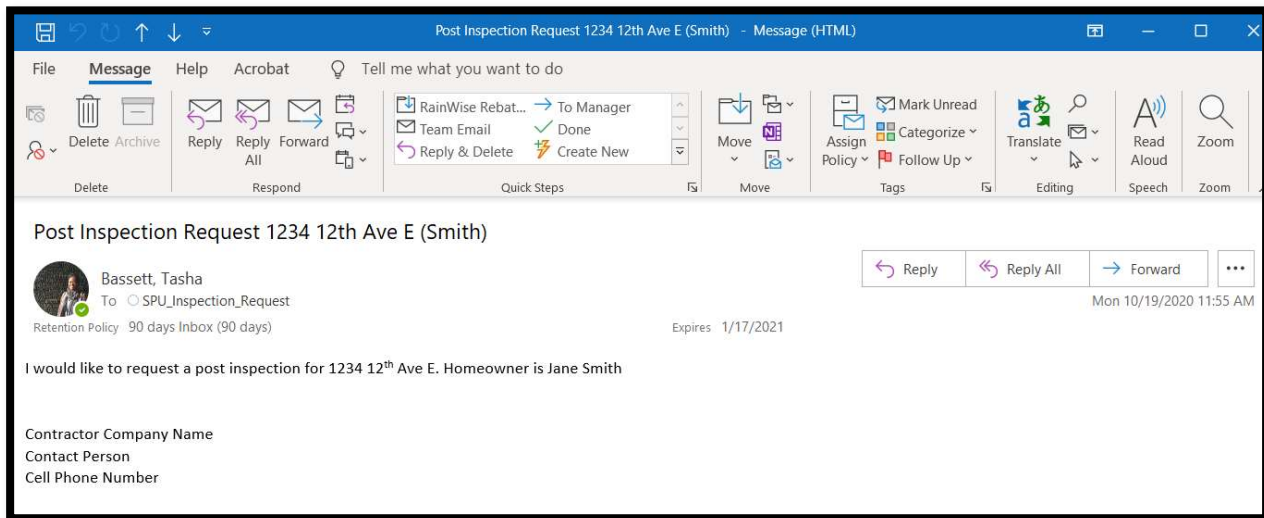


How to request a post-inspection appointment:

No documents needed unless there has been an update of the plans from the feasibility or pre inspection.

Email the inspectionrequest@seattle.gov.

Please type in the email subject line: **Pre-Inspection Request at 1234 12th Ave E (Smith)**



The next available inspection appointment will be made for you on a specific date and time. If you are not able to make that appointment, please “decline” the appointment and indicate why. If you can make the appointment “accept” the appointment and show up at the appointment on the specific date and time.

If for any reason, you are not able to make the appointment the day OF the appointment. Please call the inspector and email the inspectionrequest@seattle.gov to let us know.

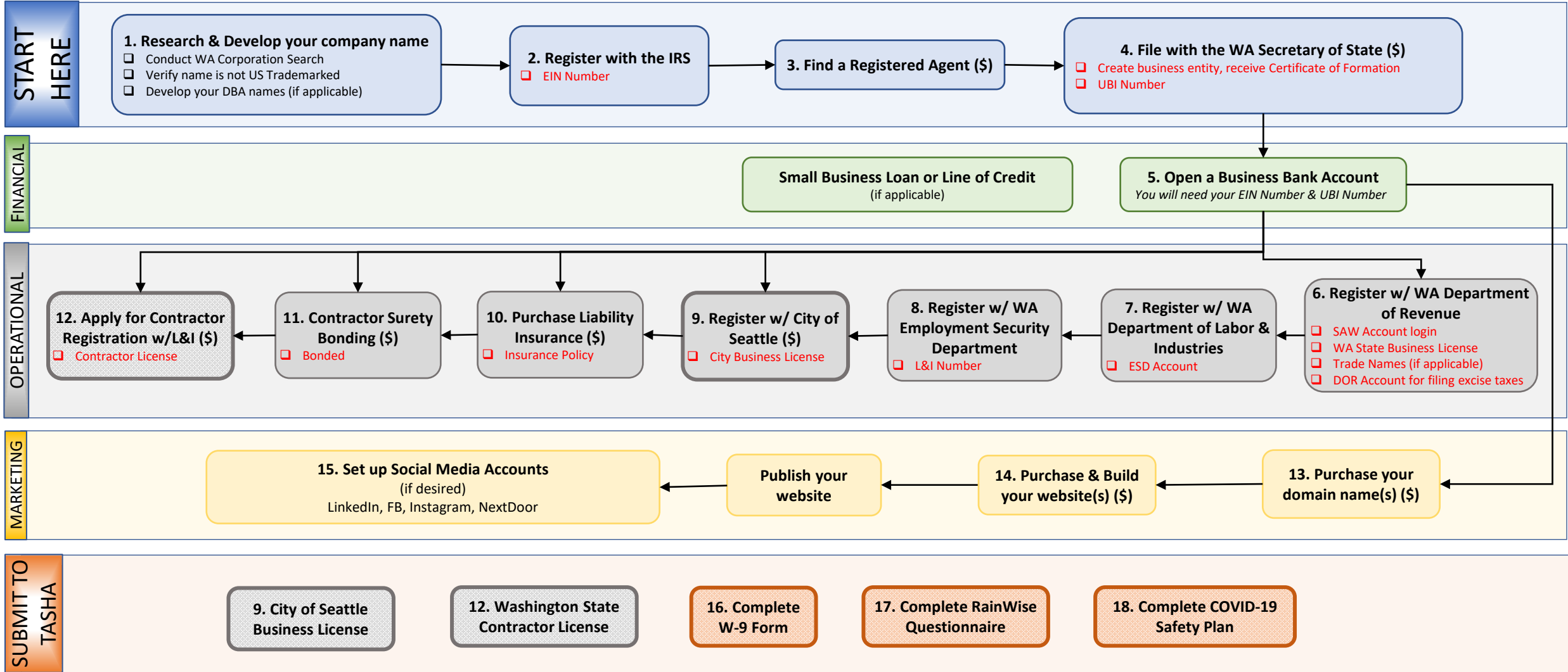


How to Start Your RainWise Business

This document has been compiled as a step-by-step guide to help you form your successful RainWise business. Follow the steps from Left to Right in the flowchart below. (\$) signs indicate areas where money will be required.









Links on the back of this flowchart will direct you to the webpages where you can complete each step.









To become a RainWise Contractor, all documents in the last column will need to be submitted to Tasha Basset at tasha.bassett@seattle.gov.



How to Start Your RainWise Business: A Step-by-Step Guide

The following step-by-step instructions are intended to help you start a new RainWise business in the State of Washington (WA) and within the City of Seattle. The following resources have been compiled to facilitate the information of your new business. You can utilize the empty cloud provided on the left of each activity to document to check off the step has been completed. The **red** items listed in the flow chart (opposite side) are the tangible products you need to create your business; these products are also shown in **red** below. The items shown below with **bold blue outlines** will need to be submitted to Tasha Bassett at SPU for review and processing.

-  **Step 1: Research & Develop Your Company Name**
 - Verify that another company in WA State doesn't have your proposed business name by conducting a Washington corporation search through the WA Secretary of State office at <https://ccfs.sos.wa.gov/#/> and <https://secure.dor.wa.gov/gteunauth/>
 - Verify your proposed name(s) are not federally trademarked through the US Patent and Trademark Office at 1-800-786-9199 or visit <https://www.uspto.gov/learning-and-resources/support-centers/patent-and-trademark-resource-centers-ptrc/ptrc-basic>
 - Determine what, if any, "trade" or "doing business as" names you would like for your business.
-  **Step 2: Register with the IRS** Apply to receive your **employer identification number** (EIN) with the US Internal Revenue Service (IRS) here: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
-  **Step 3: Find a Registered Agent** Identify a person or entity appointed to accept service of process and official mail on your behalf of your business.
-  **Step 4: File with the WA Secretary of State (\$)** A WA limited liability company (LLC) is created by filing a "Certificate of Formation" when a **Unified Business Identifier (UBI)** Number is assigned here: <https://www.sos.wa.gov/corps/limitedliabilitycompaniesllconlineandpaperregistrations.aspx>
-  **Step 5: Open a Business Bank Account** It is important that you manage your business and personal funds separately. Use your EIN and UBI numbers to open a business checking and/or savings account. Evaluate if taking out a line of credit from a small business lender such as Craft3 (www.craft3.org) or a small business loan is right for you.
-  **Step 6: Register w/ WA Department of Revenue** Sign up for a **Secure Access Washington (SAW)** account to access WA business services online. Follow this link to complete the following <https://secure.dor.wa.gov/home/>
 - Apply for your **WA State Business License** <https://dor.wa.gov/open-business/apply-business-license>
 - Apply for any **Trade Names** (if applicable)
 - File your WA State **Business Excise Tax Returns**
-  **Step 7: Register w/ WA Employment Security Department** Use your SAW account from Step 6 to login. <https://secure.esd.wa.gov/home/>
-  **Step 8: Register w/ WA Department of Labor & Industries** Sign up for a L&I account and receive your **L&I account number**
 - If you are hiring employees, obtain Workers' Compensation Insurance <https://www.lni.wa.gov/insurance/insurance-requirements/how-to-get-a-workers-compensation-account/>
 - Register as a Construction Contractor <https://lni.wa.gov/forms-publications/F625-001-000.pdf>

-  **Step 9: Register w/ City of Seattle (\$)** Sign up for a File Local account to obtain your **City of Seattle Business License** and to pay local business taxes here https://www.filelocal-wa.gov/Default_FileLocal.aspx
-  **Step 10: Purchase Liability Insurance (\$)** from a private small business vendor such as Hiscox, etc. You'll need to obtain a Certificate of **Professional Liability Insurance** to conduct work in the City of Seattle.
-  **Step 11: Purchase Contractor Surety Bonding (\$)** from a private small business vendor. You'll need to obtain a **Surety Bond** to conduct work in the City of Seattle.
-  **Step 12: Register as a Construction Contractor w/ WA LNI** to obtain your Contractor's License <https://lni.wa.gov/forms-publications/F625-001-000.pdf>
-  **Step 13: Purchase your domain name(s) (\$)** from vendors such as Hover. (Tip: Domain vendors such as GoDaddy require an extra fee to ensure your privacy)
-  **Step 14: Purchase and Build your website(s) (\$)** through an online vendor such as SquareSpace, WordPress, etc.
-  **Step 15: Set up Social Media Accounts** (if desired) Advertise your new business on LinkedIn, Facebook, Instagram, NextDoor, etc.
-  **Step 16: Complete a W-9 Form** from the IRS <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
-  **Step 17: Complete the RainWise Questionnaire.** You can find this questionnaire in your packet from RainWise.
-  **Step 18: Complete a RainWise COVID-19 Safety Plan** Consult L&I and local health agencies for the latest recommendations regarding COVID-19.
-  **The last and final step in becoming a RainWise Contractor is to submit the below paperwork to Tasha Bassett at tasha.bassett@seattle.gov**

- City of Seattle Business License
- Contractor's License
- W-9 Form
- RainWise Questionnaire
- COVID-19 Safety Plan