

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



Seattle
Public
Utilities



King County

RainWise Rebate Overview

In order to meet stormwater permit requirements, Seattle Public Utilities and King County Wastewater Treatment Division are addressing combined sewer overflows (CSOs) with a combination of traditional “gray” and “green” stormwater infrastructure. In target areas, qualifying properties may be eligible to receive a rebate of up to \$7.00 for each square foot of runoff controlled using a rain garden and/or cistern, both forms of green infrastructure.

To qualify for the RainWise Rebates:

- 1) Qualifying rain gardens or cisterns must be installed on properties within a target CSO basin. Maps of eligible basins are posted at <http://www.700milliongallons.org/rainwise/eligibility-map/>.
- 2) Work must be completed by a contractor who has completed the RainWise contractor orientation, is licensed to do business in Seattle and the state of Washington to be eligible. RainWise maintains an approved contractor list at <https://www.700milliongallons.org/rainwise/find-a-contractor/>. For information on licensing and hiring contractors, check the Labor and Industries website <https://lni.wa.gov/licensing-permits/contractors/hiring-a-contractor/>.
- 3) For all RainWise installations, RainWise design requirements must be met and verified by a RainWise inspector. This will be confirmed through a successful completion of a final inspection.
- 4) Rebate applications must be received within 90 days after approval of the installation by a RainWise inspector.

Steps to getting your project started and getting your rebate:

- 1) Verify that you live within an approved CSO basin area. Qualifying areas can be found on the RainWise website at <http://www.700milliongallons.org/rainwise/eligibility-map/>.
- 2) Contact a contractor (see <http://www.700milliongallons.org/rainwise/find-a-contractor/>). Contractors who have attended the RainWise contractor training workshops are familiar with the requirements of the program.
- 3) Choose your contractor and make a plan. The contractor will make arrangements for a pre-construction inspection. Some contractors are sufficiently experienced and are permitted to forego the pre-construction inspection and will submit a Notice of RainWise Project form.
- 4) Review COVID-19 Jobsite Requirements at <http://cdhd.wa.gov/wp-content/uploads/Phase-1-Construction.pdf>. Contractors are obligated to follow these state mandated requirements.
- 5) After the pre-construction inspection is approved or Notice of RainWise Project form is submitted, they may construct your rain garden or cistern.
- 6) The contractor will make arrangements for a final inspection by a RainWise inspector upon completion.
- 7) Make sure your contractor shows you how to maintain your system or that you contract with them to maintain the system.
- 8) **RainWise Rebates may be considered income under federal tax law.** As part of your rebate package submittal, applicants must complete and sign IRS Form “W-9” - “Request for Taxpayer Identification Number and Certification”. *You should consult with your tax advisor regarding potential tax consequences of receiving a RainWise Rebate.*
- 9) Within 90 days of the final inspection approval, fill out your rebate package. To be sure your submission is complete be sure to use the RainWise rebate Checklist. Send the completed rebate package to:

To SPU: RainWise

700 5th Avenue, Suite 4900

PO Box 34018

Seattle, WA 98124-4018

OR

Email - RainWise@seattle.gov

Web: rainwise.seattle.gov





REBATE PAPERWORK CHECKLIST

Name: _____

Site Address: _____

Please check that you have completed and included the following items in your submission:

Instructions

Use this checklist to keep track of the paperwork required for your RainWise rebate. All items, unless otherwise noted, *must* be included in the final packet for timely payment of your rebate.

On the right of the list, we have noted who is responsible for which documents:

- Property Owner (P)
- Contractor (C)

Include this checklist form on the front of your rebate package upon submission.

Questions?

If you have any questions regarding your rebate package or the specific items required, email us at rainwise@seattle.gov to be connected with a team member.

Completed RainWise Rebate Form	P
Signed Property Owner Agreement or Large Facility Agreement for projects over 3,000 sq ft	P
Vendor Payment Option (VPO) Form <i>Only required if property owner and contractor have agreed upon this payment method.</i>	P, C
Completed and signed W-9 <i>Request for Taxpayer Identification Number and Certification. This is required since a RainWise rebate can be viewed as income under federal tax law. Not required if using VPO.</i>	P
Signed Rain Garden and/or Cistern Warranty	C
Signed Statement of Rain Garden and/or Cistern Function	P, C
Signed Rockery Release Form <i>Required if you have a rockery or wall.</i>	P
Signed Infiltration Test and Certification <i>If changed from initial test.</i>	P or C
Approved Pre-construction Inspection Sheet or Notice of RainWise Project	C
Approved Post-construction Inspection Sheet	C
Final RainWise Rebate Calculator	C
Final Site Plan	C
Invoice from the contractor <i>Invoice must include business name, address, and costs of installation and materials. NOTE: No rebate will exceed the total cost of the installation of the rain garden and/or cistern facilities.</i>	C

Please verify the following item:

I have been shown how to maintain and operate my cistern and/or rain garden by my contractor and know where to find additional information on the RainWise website.

Signature: _____

Date: _____



RainWise Rebate Form

Property owner, please fill out pages one and two of this form.

PROPERTY OWNER INFORMATION		
Name:		
Organization/Site Name: <i>(if applicable)</i>		
Site Address:		
City:	State:	Zip:
Mailing Address: <i>(if different than site address)</i>		
City:	State:	Zip:
Email address:	Phone number:	
Other Site Contacts <i>(optional)</i>		
Vendor/Contractor Business Name:		
Are you utilizing a VPO with your contractor? Yes No <i>If yes, work with you contractor to complete appropriate supplemental form(s) and include it in your package.</i>		
How did you hear about the RainWise Program? <i>(Optional)</i> <div style="display: flex; justify-content: space-between;"> <div> RainWise event RainWise website RainWise newsletter </div> <div> Online advertisement Referral from friend/neighbor Other: </div> <div> Social media Newspaper/print </div> </div>		
Can we contact you with information about becoming a RainWise Ambassador? <i>(Optional)</i> <i>RainWise Ambassadors sometimes participate in outreach events and share their experience with others.</i> Yes No		
Would you be interested in receiving information from us in the future? <i>(e.g. email newsletters, maintenance reminders)</i> Yes No		

By signing this form, I certify that:

- I am the owner of the installation
- The information I have provided is complete and accurate
- I will maintain and keep the installed system in good working order for a minimum of five years (ten years for sites with roofs of > 5,000 sq. ft.)
- I grant the city or county (the utility providing the rebate) permission to conduct site inspections of my stormwater facility at times that are mutually acceptable to me and the utility.

Signature: _____

Printed Name: _____ **Date:** _____

Property Owner Demographic Questions (optional)

The RainWise program is collecting demographic information to better understand who we are serving and guide program development.

1. Which of the following broad ranges includes your age?

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

2. Are you of Hispanic, Latino, or Spanish origin? *(For this survey, Hispanic origins are not races.)*

- | | |
|---|-------------------|
| No, not of Hispanic, Latino or Spanish origin | Yes, Puerto Rican |
| Yes, Mexican, Mexican American, Chicano | Yes, Cuban |
| Yes, another Hispanic, Latino, or Spanish origin - in "Other" box below, please specify, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, etc. | |
| Other (please specify) | |

3. What is your Race? Check all that apply.

- | | | | |
|------------|----------|----------|-----------------|
| White | Chinese | Filipino | Asian Indian |
| Vietnamese | Korean | Japanese | Native Hawaiian |
| Samoan | Chamorro | | |
- Black or African American - in "Other" box below, specify, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.
- American Indian or Alaska Native - in "Other" box below, specify, for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.
- Other Asian - in "Other" box below, specify, for example, Pakistani, Cambodian, Hmong, etc.
- Other Pacific Islander - in "Other" box below, specify, for example, Tongan, Fijian, Marshallese, etc.
- None of the above
- Other (please specify; multiple answers okay)

4. What is the primary language spoken at your home?

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

PROJECT INFORMATION

To be filled out by **utility staff**.

Name:

Organization/Site Name: *(if applicable)*

Site Address:

City:

State:

Zip:

Parcel Number:

Type of installation: *(Check all that apply)*

Rain Garden

Cistern overflowing to rain garden

Cistern overflowing to conveyance channel

Cistern overflowing back to sewer

Roof area draining to facility: _____ **square feet**

Cost of facility: \$

Maximum rebate amount: \$



Property Owner Agreement

This Agreement (Agreement) is made on the ____ day of _____, 20 ____, by and between Seattle Public Utilities (SPU) or King County Wastewater Treatment Division (WTD) and

(Property Owner).

This Agreement establishes the understanding between SPU or WTD and the Property Owner regarding the terms and conditions governing the Property Owner's participation in SPU and WTD's RainWise Rebate Project. The Homeowner owns the property located at

_____, Seattle, Washington (Property).

TERMS AND CONDITIONS

In consideration of their mutual promises and commitments, SPU or WTD and the Property Owner hereby mutually agree as follows:

1. Property owner grants SPU/WTD permission to enter onto the Property at reasonable times to be arranged in advance by mutual agreement, to:
 - a. evaluate whether the Property is an appropriate site for receiving a rebate for a rain garden and/or cistern (System);
 - b. inspect the final installation to determine if the System meets program standards; and
 - c. monitor and evaluate the maintenance and performance of the System.
2. Property owner is responsible for choosing an appropriate location with respect to utility conflicts and proper water conveyance to and from the System.
3. This Agreement is effective as of the date entered above and will expire five years after the date of final inspection sign off by SPU or WTD.
4. During the term of this Agreement, **Property Owner will operate and maintain the System** in accordance with the operation and maintenance procedures provided by SPU/WTD and exercise reasonable care to avoid interference with, damage to, or loss of function of the System. There shall be no further compensation to the Homeowner other than the promises and commitments made by SPU/WTD as part of the RainWise Rebate. Property Owner assumes the risk and agrees to hold harmless the City and County for any claim relating to the installation and operation of the System.
5. As part of the rebate program, Property Owner grants the City of Seattle and King County the irrevocable right to use photographs of their RainWise installations in all forms and media.
6. Nothing contained in this Agreement shall be construed to require the Property Owner to alter or improve the Property or any access to the Property. Property Owner will provide prior written notice to and consult with SPU/WTD regarding any planned alterations to the Property that may



(continued)

affect System performance. (Examples would include additions to the property that would affect roof drainage area or alterations to gutters or downspouts.

7. During the term of this Agreement, if the Property Owner lists the Property for sale, then the Property Owner will as soon as possible, but no later than three days after listing the Property for sale, provide written notice to SPU/WTB of Homeowner's intentions to sell the Property. Property Owner will make agents and buyers aware of this agreement via MLS Form 17, Seller's Disclosure Form.
8. All notices, written or email required under this Agreement shall be given by email or written to the following:

To SPU: RainWise

700 5th Avenue, Suite 4900

OR

Email - RainWise@seattle.gov

P.O. Box 34018

Seattle, WA 98124-4018

To Property Owner: (complete if mailing address is different than premises address)

9. SPU/WTB reserves the right to seek damages in the event the Property Owner should fail to fulfill the obligations set forth in this Agreement.

SPU/WTB and Property Owner have executed this Agreement in duplicate, effective on the date first written above.

By: _____ Date: _____

Seattle Public Utilities or King County Wastewater Treatment Division

By: _____ Date: _____

Property Owner



Large Facility Agreement - (>3k sq ft or more)

This Agreement (Agreement) is made on the ____ day of _____, 20____, by and between Seattle Public Utilities (SPU) or King County Wastewater Treatment Division (WTD) and

(Property Owner).

This Agreement establishes the understanding between SPU or WTD and the Property Owner regarding the terms and conditions governing the Property Owner's participation in SPU and WTD's RainWise Rebate Project. The Property owns the property located at

_____, Seattle, Washington (Property).

TERMS AND CONDITIONS

In consideration of their mutual promises and commitments, SPU or WTD and the Property Owner hereby mutually agree as follows:

1. Property owner grants SPU/WTD permission to enter onto the Property at reasonable times to be arranged in advance by mutual agreement, to:
 - a. evaluate whether the Property is an appropriate site for receiving a rebate for a rain garden and/or cistern (System);
 - b. inspect the final installation to determine if the System meets program standards; and
 - c. monitor and evaluate the maintenance and performance of the System.
2. Property owner is responsible for choosing an appropriate location with respect to utility conflicts and proper water conveyance to and from the System.
3. This Agreement is effective as of the date entered above and will expire ten years after the date of final inspection sign off by SPU or WTD and will be for facilities greater than 3,000 sq ft or more. Facility managing roof areas smaller than 3,000 sq ft should complete the Property Agreement.
4. During the term of this Agreement, **Property Owner will operate and maintain the System** in accordance with the operation and maintenance procedures provided by SPU/WTD and exercise reasonable care to avoid interference with, damage to, or loss of function of the System. There shall be no further compensation to the Homeowner other than the promises and commitments made by SPU/WTD as part of the RainWise Rebate. Property Owner assumes the risk and agrees to hold harmless the City and County for any claim relating to the installation and operation of the System.
5. As part of the rebate program, Property Owner grants the City of Seattle and King County the irrevocable right to use photographs of their RainWise installations in all forms and media.
6. Nothing contained in this Agreement shall be construed to require the Facility Owner to alter or improve the Property or any access to the Property. Property Owner will provide prior written notice to and consult with SPU/WTD regarding any planned alterations to the Property that may



(continued)

affect System performance. (Examples would include additions to the property that would affect roof drainage area or alterations to gutters or downspouts.

7. During the term of this Agreement, if the Property Owner lists the Property for sale, then the Facility Owner will as soon as possible, but no later than three days after listing the Property for sale, provide written notice to SPU/WTB of Property Owners intentions to sell the Property. Facility Owner will make agents and buyers aware of this agreement via MLS Form 17, Seller's Disclosure Form.
8. All notices, written or email required under this Agreement shall be given by email or written to the following:

To SPU: RainWise

700 5th Avenue, Suite 4900

P.O. Box 34018

Seattle, WA 98124-4018

OR

Email - RainWise@seattle.gov

To Property Owner: (complete if mailing address is different than premises address)

9. SPU/WTB reserves the right to seek damages in the event the Property Owner should fail to fulfill the obligations set forth in this Agreement.

SPU/WTB and Property Owner have executed this Agreement in duplicate, effective on the date first written above.

By: _____ Date: _____

Seattle Public Utilities or King County Wastewater Treatment Division

By: _____ Date: _____

Property Owner



Seattle
Public
Utilities



King County

Vendor Payment Option Form

Property owner and contractor should fill out their designated sections. This form only needs to be completed if you are utilizing the Vendor Payment Option.

PROPERTY OWNER SECTION		
Property Owner Name:		
Site Address:		
City:	State:	Zip:
Mailing Address: (if different than site address)		
City:	State:	Zip:
Email address:	Phone number:	
<p>I, the Property Owner, request to have the RainWise rebate check from Seattle Public Utilities (SPU) or King County Wastewater Treatment Division (WTD) for the installation referenced at the Site Address be made payable to, and sent to, the Vendor. By requesting the incentive/rebate check be made payable to the Vendor, I agree to the following:</p> <ol style="list-style-type: none"> 1. I will not receive a RainWise rebate check directly from SPU or WTD 2. Assigning payment of the RainWise rebate to the Vendor does not exempt me from RainWise program requirements. 		
<p>I authorize the release of my rebate to the Vendor listed on page two of this form pending approval of the completed RainWise rebate package by SPU or WTD.</p>		
<p>_____ Signature of Property Owner</p>		
<p>_____ Date</p>		



Seattle
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King County

Vendor Payment Option Form (continued)

VENDOR SECTION			
Vendor Name/Business Name/UBI Number:			
State of Washington Contractor License Number:			
Mailing Address:			
City:	State:	Zip:	
Email address:		Phone number:	
<p>I, the Vendor, agree to receive the RainWise rebate check directly for the installation referenced at the Site Address. By agreeing to receive the rebate check directly, I agree to the following:</p> <ol style="list-style-type: none"> 1. The RainWise rebate amount will be deducted from the final invoice given to the Property Owner for the installation at the Site Address referenced above, if the total cost of the installation is greater than the rebate. 2. I, the Vendor, am a Washington State licensed contractor. 3. Seattle Public Utilities or King County will send a Federal Form 1099 MISC to me, the Vendor, for the RainWise rebate payments totaling more than \$600 per calendar year, and will report the same payments to the Internal Revenue Service. 			
<p>I accept the direct payment of the RainWise rebate from the Property Owner pending approval of the completed RainWise rebate package by Seattle Public Utilities or King County Wastewater Treatment Division.</p>			
<p>_____ <i>Signature of Contractor</i></p>			
<p>_____ <i>Date</i></p>			

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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <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. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	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), ABLE 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.



Rain Garden Warranty

In order to reduce excess stormwater flows to Lake Washington and Puget Sound, rain garden systems must be designed and constructed to meet or exceed Seattle Public Utilities (SPU) standards and installed in a manner that causes no harm to installing properties or their neighbors. This warranty ensures that SPU, King County WTD, and their ratepayers are getting the value of the service funded through the RainWise rebate program.

_____ warrants the rain garden facility at
Business Name

_____ installed on _____
Property Address *Installation Date*

For a period of 6 months is warrantied to:

☐

Initials

1. Have been constructed based on the SPU provided minimum design standards in effect at the time of construction. The design was modified to address the given site conditions and meets or exceeds the SPU minimum design standards. This includes but is not limited to materials used, conveyance details, construction practices and an appropriate discharge point. All due diligence has been used in the construction of the facility to avoid soil compaction and/or clogging of the biosoils that could impede proper draining of the rain garden facility.

☐

Initials

2. Meet or exceed the SPU design standards for infiltrating water within 24 hours as constructed. To ensure this standard the constructed facility must demonstrate that that a majority of the ponding depth can be infiltrated within the first 24-hours.

☐

Initials

3. In the event of large rain events, water leaving the rain garden discharges to an approved discharge location and causes no harm to the installing or neighboring properties.

In the event the facility does not function properly, contractor guarantees that they will correct nonfunctioning elements to the satisfaction of the homeowner and SPU or KC inspector.

Remedies may include but are not limited to correcting conveyance grades, replacement of bioretention soil and replanting of facility, modification of rain garden design to a shallower ponding depth, and/or correction of discharge outlet and flow path to an approved discharge point.

Contractor Signature

Date



Cistern Warranty

In order to reduce excess stormwater flows to Lake Washington and Puget Sound, cistern systems must be designed and constructed to meet or exceed Seattle Public Utilities (SPU) standards and installed in a manner that causes no harm to installing properties or their neighbors. This warranty ensures that SPU, King County WTD, and their ratepayers are getting the value of the service funded through the RainWise rebate program.

_____ warrants the cistern facility at
Business Name

_____ installed on _____
Property Address *Installation Date*

For a period of 6 months is warrantied to:

☐

Initials

1. Have been constructed based on the SPU provided minimum design standards in effect at the time of construction. The design was modified to address the given site conditions and meets or exceeds the SPU minimum design standards. This includes but is not limited to materials used, conveyance details, construction practices and an appropriate discharge point. All due diligence has been used in the construction of the facility to ensure a solid foundation and avoid uncontrolled overflows or leaks in the system.

☐

Initials

2. Meet or exceed the Seattle Public Utilities design standards for detaining stormwater and discharging it through a low flow orifice of the approved size. In the event of large rain events, water leaving the cistern discharges to an approved discharge location and causes no harm to the installing or neighboring properties.

In the event the facility does not function properly, contractor guarantees that they will correct nonfunctioning elements to the satisfaction of the homeowner and SPU or KC inspector.

Remedies may include but are not limited to correcting cistern foundation, repair or replacement of plumbing parts related to inflow or discharge, or modification or correction of discharge outlet and flow path to an approved discharge point.

Contractor Signature

Date

Statement of Rain Garden Function

Property Owner should fill out their designated sections, sign, and return this completed document with the rebate package if a rain garden is being constructed. It is your responsibility to evaluate and confirm to SPU/WTD that your system is functioning properly.



PROPERTY OWNER INFORMATION

Name:

Site Address:

City:

State:

Zip:

WHAT YOU NEED TO KNOW

In order to reduce excess stormwater flows to the combined sewer system, Lake Washington and Puget Sound, rain garden systems must be designed to meet or exceed the RainWise program's standards and constructed so they cause no harm to you or your neighbors. Be sure to evaluate whether your system is functioning as designed.

Your contractor will work with you according to the terms of the RainWise warranty agreement to make sure your rain garden functions correctly. Seattle Public Utilities and King County Wastewater Treatment Division are not responsible for construction practices undertaken by the contractor that could cause the system to be nonfunctional. Examples would be over-compacting the soil, or allowing silts or other fine materials to contaminate the bio-retention soils which could impede proper draining of a rain garden.

Rain Garden System Requirements

Ponding duration: The majority of the rain garden drains over a 24 hour period after rain stops.	Yes No	Initials:
Overflow conveyance: Water leaving the rain garden during large rain events discharges to the approved discharge location.	Yes No	Initials:

Certification

I, the Property Owner, understand that it is my responsibility to evaluate and confirm to Seattle Public Utilities that my system is functioning properly. I accept that Seattle Public Utilities and King County Wastewater Treatment Division are not responsible for construction practices undertaken by the contractor that could cause the system to be nonfunctional. I certify that the rain garden drains properly and discharges to an appropriate location. I certify that the Contractor has provided the information required for me to evaluate the function of my rain garden from this point forward.

Signature:

Date:

If your rain garden does not function properly, notify both your contractor and the RainWise Program at Rainwise@seattle.gov

Statement of Cistern Function

Property Owner should fill out their designated sections, sign and return this completed document with the rebate package if a cistern is installed. It is your responsibility to evaluate and confirm to SPU/WTD that your system is functioning properly.



PROPERTY OWNER INFORMATION

Name:

Site Address:

City:

State:

Zip:

WHAT YOU NEED TO KNOW

In order to reduce excess stormwater flows to the combined sewer system, Lake Washington and Puget Sound, cistern systems must be designed to meet or exceed the RainWise program's standards and constructed so they cause no harm to you or your neighbors. Be sure to evaluate whether your system is functioning as designed.

Your contractor will work with you according to the terms of the RainWise warranty agreement to make sure your cistern functions correctly. Seattle Public Utilities and King County Wastewater Treatment Division are not responsible for construction practices undertaken by the contractor that could cause the system to be nonfunctional. Examples would be failure to build an adequate foundation, faulty plumbing connections, or misjudgment of terrain or pipe grades.

Cistern System Requirements

Cistern Function: Overflow water leaving the cistern discharges to the approved discharge location.

Yes
No

Initials:

Low flow orifice: Water drains through low flow orifice valve and to overflow plumbing or approved discharge point.

Yes
No

Initials:

Leaks: The cistern and plumbing do not leak.

Yes
No

Initials:

Certification

I, the Property Owner, understand that it is my responsibility to evaluate and confirm to Seattle Public Utilities that my system is functioning properly. I accept that Seattle Public Utilities and King County Wastewater Treatment Division are not responsible for construction practices undertaken by the contractor that could cause the system to be nonfunctional. I certify that the rain garden drains properly and discharges to an appropriate location. I certify that the Contractor has provided the information required for me to evaluate the function of my cistern from this point forward.

Signature:

Date:

If your cistern does not function properly, notify both your contractor and the RainWise Program at Rainwise@seattle.gov

Rockery Release Form

Property Owner should fill out their designated section below, sign, and return this completed form with rebate package if the rain garden or cistern installation is on a property with a wall or rockery.



PROPERTY OWNER INFORMATION

Name:

Site Address:

City:

State:

Zip:

The RainWise program has developed design details for green stormwater infrastructure that provide for stormwater conveyance, detention, and infiltration which meet the goal of reducing combined stormwater overflows (CSOs) to Lake Washington and Puget Sound. As part of this, we have developed siting and location details to limit these installations to sites where they will be suitable to perform their function, and also be safe for the installing and neighboring properties.

If your rain garden or cistern installation is on a property with a wall or rockery, you must fill out and submit this form with your rebate package to be eligible to receive a RainWise rebate. Design details and field engineering considerations concerning the installation of rain gardens and cisterns and their overflow conveyances take into account design function, public safety, and possible property damage.

However, walls and rockeries may be subject to failure when water is infiltrated behind them. Seattle Public Utilities and King County Wastewater Treatment Division and their employees (engineers and field inspectors) cannot know the construction methods, substrate and/or soils associated with a wall or rockery, nor predict the longevity of a wall or rockery. If you choose to install a rain garden or cistern behind a wall or rockery, you agree to assume the risk associated with that installation.

Certification

I, the Property Owner, understand and agree to the following:

1. I am aware that despite following the RainWise Program design guidelines for installation of rain gardens and cisterns behind a wall or rockery, damage could occur to the wall or rockery. Damages may include cracking, buckling, and partial or full collapse of the rockery structure; erosion through or around the wall or rockery; subsidence of retained soils; or other physical damage.
2. I have decided to install a rain garden or cistern behind a wall or rockery of my own free will, having been informed of such possible damages.
3. I will hold harmless the City of Seattle and King County Wastewater Treatment Division for these modifications and their consequences and voluntarily assume all risk associated with the installation of a rain garden or cistern behind the wall or rockery.

Signature:

Date:



Seattle
Public
Utilities



King County

Infiltration Test & Certification

This test will help determine, 1) If soil conditions are suitable for a rain garden and 2) The size of garden.
If you have questions while executing this test, contact your contractor with questions.

Site Address: _____

(Use one certification form per rain garden.)

On-Site location (For multiple rain gardens, i.e., SW or NE): _____

Test Preparation:

- **Call before you dig!** Dial 811 for free utility pipeline location.
- Dig a hole **24 inches deep** and **at least 10 inches across**.
- Add a stake with a ruler attached and set the bottom of the ruler at the bottom of the hole. Duct tape works to attach the ruler.
- **Fill and drain the hole 2 times** to saturate the soil.
- **Each fill should be performed within 2 hours of the previous fill.**
You are mimicking the saturated condition of the soil during the rainy season.

Cautionary Note:

Any one of the following conditions **disqualify** site for a rain garden:

- * *hit hard pan soil*
- * *hole fills with water*
- * *test hole does not drain at least .25" per hour*

Infiltration Test & Certification Form: (check all boxes)

A. Upon digging hole, did you hit hard pan? (hard pan is like concrete)

Yes No

B. Upon digging hole, did the hole fill with water?

Yes No

If you answered "No" to A. and B., continue test.

1. Fill the hole (1st fill) to the **12-inch mark**. Done Not Done

2. Let the hole drain completely. Done Not Done

3. Fill the hole again (2nd fill) to the **12-inch mark**. Done Not Done

Let the hole drain completely and **record** duration of time
hole drains: Amount of time to drain: ___hrs. ___mins.

5a. Fill the hole again (3rd fill) to the **12-inch mark**. Done Not Done

5b. Record number of inches water has fallen in 1 hour: _____ inches



Be as accurate as possible!

5c. Record number of inches water has fallen **from hour 1 to hour 2:** _____ inches

If hole is already empty, refill hole (4th fill) and skip to step 5e. (use the 15 minutes table).

5d. Record next entries on appropriate table. Determine which table and interval to use, by following these guidelines. **Select appropriate interval with a check:**

>3" per hour fall, check at 15 minute intervals = Table 1

3" to 1" per hour fall, check at 30 minute intervals = Table 2

<1" per hour fall, continue to check at hourly intervals = Table 3

5e. Now measure the fall of water 3 more times on selected table below:

If hole empties prior to given time interval, refill and continue recording.

TABLE 1 (15 MINUTES)		
Time (15 min duration)	Ruler Reading (Inches)	Hole Refilled 12" (Yes or No)

TABLE 2 (30 MINUTES)		
Time (30 min duration)	Ruler Reading (Inches)	Hole Refilled 12" (Yes or No)

TABLE 3 (1 HOUR)		
Time (60 min duration)	Ruler Reading (Inches)	Hole Refilled 12" (Yes or No)

6. Contractor calculation of infiltration rate: _____ inches per hour

≥ 0.25 in/hr: use 0.25 RG size in table & replace soil with 'Bioretention' soil mix

≥ 0.5 in/hr: use 0.5 RG size in table & replace soil with 'Bioretention' soil mix

≥ 1.0 in/hr: use 1.0 RG size in table and replace soil with 'Bioretention' soil mix

> 1.0 use 1.0 in/hr RG size in table (You may not make your rain garden size smaller)

Signatures are required and must be included with your rebate materials, to be eligible for a RainWise Rebate.

I certify that I have followed the procedures outlined in this document to determine my rain garden sizing. I have chosen to size my rain garden in accordance with these results. I understand that rain gardens are sized for moderate rain events and that regardless of infiltration ability of my soil that my rain garden must have a clear and safe overflow path according to RainWise program details.

Certification Test Performed by:

Homeowner or Contractor Print Name _____

Signature _____ Date _____

Infiltration Rate Calculated by:

Contractor Print Name _____

Signature _____ Date _____