

## **Fine Homebuilding, LLC**

*Experience Excellence*

Idaho Falls, Idaho 83406

Phone: 208-201-0296 Fax: 208-523-5386

[www.HomebuildingExcellence.com](http://www.HomebuildingExcellence.com)

January 2007

To all prospective suppliers of labor or materials:

At Fine Homebuilding we have worked hard over the years to develop a brand in our community. Our motto "Experience Excellence" pretty well sums it up for us. Truly we believe in delivering an Experience of Excellence to everyone with whom we interact. This naturally entails every step of the process as we engage with our clients, future, present and past – but we also believe deeply in the same relationship with all our vendors, subcontractors, and anyone else encountered in the course of doing business.

In order to maintain and even improve our company we hold all those who do business with us to an equal standard. As detailed in our contracts we require a minimum 1 year warranty on all work performed and materials supplied, and daily cleanup of the job-site.

But the Experience of Excellence goes beyond this – it is intimately related to everything from delivering on time to delivering your highest level of performance every day. In exchange for our vendors delivering consistent, reliable, timely, superior workmanship, we pay semi-monthly for work completed. Herein we strive to deliver our end of the bargain – consistently and reliably.

If this mindset is consistent with your own, we welcome you to partner with us in building Excellence for our clients. Please complete the attached required paperwork and submit to our office by fax or mail. If you have any further questions you are welcome to call us, or visit our website (shown above) to learn more about our vision.

Thank you for your interest in Fine Homebuilding.

Sincerely,  
Hyrum Johnson,  
President

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### Requirements for Bidding

All vendors of labor or materials interested in submitting bids on our projects must first submit the following documents:

1. W9 Form – completely filled out
2. Certificates of Insurance – naming Fine Homebuilding, LLC as an additional insured.
  1. Liability – Minimum \$1,000,000 coverage
  2. Worker's Compensation – Statutory Limits

Your insurance carrier may mail and fax the certificates to:

MAIL: Fine Homebuilding, LLC  
997 Silkwood  
Idaho Falls, ID 83406

FAX: 208-523-5386

**\*\*Fine Homebuilding, LLC must be named as an Additional Insured.**

Thank you!

## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2</b>	Name (as reported on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	<b>Fine Homebuilding, LLC</b> <b>997 Silkwood</b> <b>Idaho Falls, ID 83406</b>
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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** *If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.*

Social security number
+
<b>or</b>
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. person (including a U.S. resident alien).

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 on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

**Note.** *If 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.*

For federal tax purposes you are considered a person if you are:

- an individual who is a citizen or resident of the United States,
- a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- any estate (other than a foreign estate) or trust. See Regulation section 301.7701-6(a) for additional information.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see Publication 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 recipient 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 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.