

**FUNDRAISING PACKET** 



# Pizza with a Purpose

**Restaurant Fundraiser Guidelines** 

### **Frequently asked Questions**

### How do I get a fundraiser set up?

Westside Pizza requires 5 weeks in advance of your event date in order to be considered. Please email this application and include a completed W9 form to <a href="mailto:info@westsidepizza.com">info@westsidepizza.com</a>. The application will be reviewed, and a response will be given within 2 weeks of being submitted.

#### When can I host an in-store fundraiser?

Westside Pizza hosts in-store fundraisers Monday-Tuesday during dinner from 5PM-8PM. Times may vary depending on the Restaurant Manager's recommendation.

#### How can I make my fundraiser a success?

- 1. Start the process early. Westside Pizza requests 5 weeks' notice to your desired fundraiser date. This allows plenty of time for you to spread the word and for us to prepare for your fundraiser.
- 2. Complete and attach a W9. Westside Pizza will not accept applications without that do not provide this information.
- 3. Promote the fundraiser flyer (physical and digital): Utilize your current methods of communication such as social media, email, TV screens, PA announcements.
- 4. The success of your fundraiser depends on the amount of sales from the people who attend the event.



# **Restaurant Fundraiser Application**

Today's Date:	Event Date:	(Mon-Tues only)		
Organization:	501-C (3) Number:	<del>-</del>		
·	like to work with, please provide the addres			
	Title: _			
Phone:	Alternate Phone:			
Email:				
Mailing Address for the Checl				
What is your fundraising goal	?			
How will Westside Pizza be acknowledged for this donation?				
What will the funds be used f	or?			



## **Request for Taxpayer Identification Number and Certification**

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

Goto www.irs.gov/FormW9for instructions and the latest information.

	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	
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check of following seven boxes.  Individual/sole proprietor or single-member LLC  Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnershing Note: Check the appropriate box in the line above for the tax classification of the single-member owner. LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-nis disregarded from the owner should check the appropriate box for the tax classification of its owner.  Other (see instructions)   Address (number, street, and apt. or suite no.) See instructions.	certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any)  Do not check er of the LLC is
Par	, ,	0
backu reside entitie TIN, la <b>Note:</b>	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid by withholding. For individuals, this is generally your social security number (SSN). However, for an at alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other s, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i> ster.  If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and ear To Give the Requester</i> for guidelines on whose number to enter.	or
Dor	Cortification	

### 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	Signature of			
Here	U.S.person <sup>b</sup>	Date*		

### **General Instructions**

Section references are to the Internal Revenue Code unless otherwise

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.