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To Whom it may concern:

SBURA and the Billings City Council recently approved a TIF program that can be applied for through SBURA/Advisory Committee to assist in hooking up to City Water, Sewer, or both. The maximum award is \$5,000.00. There are 72 residences that are not connected in our SBURA District. There is an application on the SBURA webpage southbillings.org. You can also contact me to receive an application. When completing the application please have your chosen contractor fill out the W-9 and vendor form.

The goals of SBURA are Business Development, Removal of Blight, and Community Enhancement. We hope this will help to assist you in the hookup.

I am looking forward to receiving your application and working with to enhance your property.

Sara Trautmann

SBURA Consultant

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SOUTH BILLINGS URBAN RENEWAL
CITY WATER AND SEWER PROPOSAL

1. APPROXIMATELY 72 HOMES IN OUR DISTRICT ARE NOT HOOKED UP TO CITY WATER AND SEWER.
2. THE SBURA BOARD AND THE BILLINGS CITY COUNCIL HAS APPROVED UP TO \$5,000/APPLICANT TO ASSIST IN THE COST OF THE HOOK UP. THE MAXIMUM TIF AWARDS WOULD BE 10 OR A TOTAL OF \$50,000.00 ANNUALLY. THIS WOULD COME OUT OF OUR RESIDENTIAL AND COMMUNITY ENHANCEMENT BUDGET CATEGORY OF \$250,000.00
3. THE SBURA BOARD/ADVISORY COMMITTEE WOULD RECEIVE APPLICATIONS AND A WRITTEN BID FROM AN APPROVED AND LICENSED CONTRACTOR FOR THE INSTALLATION OF THIS HOOKUP.
4. A. PROPERTY OWNER WOULD PAY THE SYSTEM DEVELOPMENT FEE (CURRENTLY ABOUT \$2,442.00).
5. A LICENSED AND BONDED CONTRACTOR APPROVED TO WORK IN THE CITY APPLIES FOR THE CONNECTION PERMIT FROM THE CITY ENGINEERING AND PAYS THE FEE (CURRENTLY \$139.00).
6. A CONTRACTOR WOULD PERFORM THE WORK, REQUEST AN INSPECTION, AND THE CITY WOULD INSPECT THE CONNECTION.
7. THE CITY INSPECTOR WOULD SKETCH THE SERVICE LAYOUT FOR CITY RECORDS.
8. A SELF-CERTIFICATION BY THE LICENSED PLUMBER THAT THE WORK PERFORMED

TO CODE.

9. THE SBURA CONSULTANT WOULD PRESENT THE DOCUMENTATION TO THE SBURA BOARD/ADVISORY COMMITTEE FOR APPROVAL PRIOR TO STARTING THE PROJECT.
10. WHEN COMPLETED, THE SBURA/ADVISORY COMMITTEE CONSULTANT WOULD PRESENT THE DOCUMENTATION TO THE SBURA BOARD/ADVISORY COMMITTEE FOR APPROVAL TO RELEASE THE FUNDS TO THE APPLICANT, THIS DOCUMENTATION WOULD BE SENT TO THE CITY OF BILLINGS FINANCE DIRECTOR (ANDY ZOELLER) FOR PAYMENT. THIS DOCUMENTATION WOULD BE PAID INVOICES, PROOF OF APPROVAL OF THE CITY, AND A CERTIFICATE OF SATISFACTION PREPARED BY THE SBURA/ADVISORY COMMITTEE CONSULTANT.
11. THESE APPLICATIONS COULD BE APPROVED BY THE SBURA BOARD AND WOULD NOT REQUIRE BILLINGS CITY COUNCIL APPROVAL, AS THEY HAVE ALREADY APPROVED THE CONCEPT.
12. THE TIF AWARD WOULD NOT PAY FOR ANY OF THE PERMITTING FEES, JUST THE CONNECTION WORK DONE BY THE APPROVED PLUMBER OR CONTRACTORS.

**SOUTH BILLINGS BOULEVARD TAX INCREMENT ASSISTANCE
APPLICATION FOR CITY WATER AND SEWER HOOKUP**

- 1, NAME OF APPLICANT: _____
2. NAME OF TENANT IF DIFFERENT: _____
3. ADDRESS OF APPLICANT: _____
4. TELEPHONE NUMBER OF APPLICANT: _____

PROJECT INFORMATION

1. PROPERTY ADDRESS: _____
2. LEGAL DESCRIPTION OR TAX ID# _____
3. OWNERSHIP: _____
4. ADDRESS: _____
5. LICENSED CONTRACTOR NAME: _____
6. CONTRACTOR PHONE NUMBER: _____
7. CONTRACTOR ADDRESS: _____

_____ DATE _____

APPLICANT (signature)

_____ DATE _____

SBURA CONSULTANT (signature)

**Request for Taxpayer
Identification Number and Certification**

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

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2 Business name/disregarded entity name, if different from above.		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐		
	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. See also *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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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

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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



VENDOR FORM

SECTION I: GENERAL INFORMATION

Business Name:

Business Address:

Address:

City:

State:

Zip:

Phone #:

-

-

Remit to Address (if different):

Address:

City:

State:

Zip Code:

Fax #:

-

-

Company Ownership:

Individual ☐

Partnership ☐

Corporation ☐

Non-profit ☐

Affiliate ☐

Government ☐

Type of business - Check all that apply:

Material & Services ☐

Services ☐

Rent ☐

Legal Services ☐

Merchandise (Products) ☐

Medical/Healthcare ☐

Tax-Exempt Hospital ☐

Sale of Real Estate ☐

SECTION II: BUSINESS INFORMATION

Please provide your City Business License Number:

Please provide your Tax ID Number:

SECTION III: DECLARATION

The undersigned declares the foregoing statements are true and include all information necessary to identify and explain the operations and ownership of the company. The undersigned also agrees to inform the City of Billings immediately of any changes to the above information, particularly in ownership, controlling interest or operation.

AUTHORIZED SIGNATURE

PHONE

DATE

NAME

EMAIL ADDRESS

TITLE

Thank you for providing this information.

If you have any questions, please call 406-657-8364 or email newvendor@billingsmt.gov