



RAR Principal Broker / Designated REALTOR Application

membership@rarealtors.com

(P) 804.422.5000 (F) 804.422.5051

- Participant Applicant must have an active Virginia real estate broker license. A copy of this license must be submitted with this application.
- If the Supervising/Managing broker of this office is completing this application and will serve as the broker and point of contact, the Principal Broker (as reflected in DPOR's records) must sign the Participant Authorization on Page 1 of the application.
- If you are applying for Secondary Membership, you must include a letter of good standing from your primary association.
- Membership dues are prorated based on the month you apply. Visit our website for all relevant dues and fees.
- Once your application has been processed, you will receive an invoice for all applicable CVR MLS fees to the email provided in this application. The invoice will contain a secure payment link for your convenience.
- If you have not held REALTOR® membership before or have not had an active REALTOR® membership within the past 12 months, you will be required to attend a New Member Orientation.
- Submit completed applications to membership@rarealtors.com

Section 1

PARTICIPANT AUTHORIZATION (If applicable)

If the broker completing this application and serving as the Participating/Supervising Broker of this office is not the Principal Broker, the Principal Broker's authorization is required.

I designate _____ as the Participating Broker for this office and certify that the information contained on this application is correct.

Name (print) _____

Signature _____ Date _____

Principal Broker/ Designated REALTOR® Applicant

Section 2

Office set-up fees are applicable. If your firm does not have an established office at RAR, please select "New Firm" regardless firm/branch status.

☐ Firm (\$1350 OFFICE SET UP FEE) or

☐ Branch Office (\$675 OFFICE SET UP FEE)

Firm/ Branch Office Name _____

If Branch Office, Main Firm's Office ID _____

Firm/Branch License Number 0226- _____

Firm/Branch Office Physical Address _____

City, State and Zip _____

Firm/Branch Office Mailing Address _____

City, State and Zip _____

Phone _____ Fax _____

Firm Email _____

Firm website address _____

☐ My office is considered a *branch* office of a real estate firm established with the National Association of REALTORS® through another REALTOR® association. Please list the name of the real estate firm and the association through which the REALTOR membership has been established:

Section 3

MEMBERSHIP REQUESTED (check one)

☐ RAR as Primary Association (National and state dues collected through RAR)

☐ RAR as Secondary Association*

(*National and state dues collected through another REALTOR® association)

- Please include a letter of good standing from your primary association with this application
- Please include the NRDS ID and Primary Association in REALTOR HISTORY below

Section 3 - Continued

PRINCIPAL BROKER/DESIGNATED REALTOR® APPLICANT INFORMATION

Full Name on License _____
Real Estate License Number _____ Exp. Date _____
Home Address _____
City, State and Zip _____
Preferred Phone: _____ ☐ Home / ☐ Office / ☐ Cell
Cell Phone: _____ Text? ☐ Yes / ☐ No
Email _____
Preferred Mailing Address ☐ Home / ☐ Firm

REALTOR® HISTORY

- Are you a current member of any other REALTOR® Associations? ☐ Yes ☐ No
If **Yes**, Primary Local Association _____
if **Yes**, NRDS # _____
a letter of good standing from your local association must accompany this application.
- Are you a previous REALTOR® member of RAR or any association? ☐ Yes ☐ No
If **Yes**, NRDS # _____
- Do you hold, or have you ever held, a real estate license in another state? ☐ Yes ☐ No
If **Yes**, State of Licensure _____
- Have you ever had a real estate license suspended or revoked? ☐ Yes ☐ No
If yes, specify date and details: _____

- Have there been any complaints/cases against you before any real estate association, state real estate regulatory agency or any other agency of government within the last three years? ☐ Yes ☐ No

If yes, please specify the substance of each complaint, the agency before which the complaint was made, and the current status or resolution of such complaint: _____

Section 4 – REALTOR® Membership agreements

Affiliated agents/Non Member licensees

Per RAR Bylaws, Article X, Section 2

(A) REALTOR® Members. The annual dues of each Designated REALTOR® Member shall be in such base amount as established from time to time by the Board of Directors, plus an additional amount to be established from time to time by the Board of Directors, times the number of real estate sales agents and licensed or certified appraisers who (1) are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® Member and (2) are not REALTOR® or Members of any Board in the state or a state contiguous thereto or Institute Affiliate Members of a Board.

In calculating the dues payable to the Association by a Designated REALTOR® Member, non-member licensees as defined in (1) and (2) of this paragraph shall not be included in the computation of dues if the Designated REALTOR® has paid dues on said non-member licensees in another Association in the state or a state contiguous thereto, provided the Designated REALTOR® notifies the Association in writing of the identity of the Association to which dues have been remitted.

Failure to report to the Association, within 10 days of affiliation, non-member licensees who are employed by or affiliated as independent contractors, or who are otherwise directly licensed with such REALTOR® firm, partnership or corporation shall subject the Designated REALTOR® to a per agent fine, in an amount as established by the Board of Directors. Designated REALTORS® will also be assessed, an amount equal to the accumulated monthly fees for the current fiscal year, that would have been due had the agent been reported on the date licensed with said firm.

Broker assessments for each Non-member Salespersons

<i>NAR Assessment</i>	<i>\$156.00 per year</i>
<i>VAR Assessment</i>	<i>\$191.00 per year</i>
<i>RAR Assessment</i>	<i>\$225.00 per year</i>

Code of Ethics Requirement

I, hereby, apply for membership in the Richmond Association of REALTORS® (RAR) as the Designated REALTOR®. I agree as a condition of membership to complete the New Member Orientation course within ninety (90) days of the approval date of this application unless I am current REALTOR member. I further understand that if I fail to attend the mandatory orientation within ninety (90) days, my membership will be terminated, at which time I will be given notice of the termination of my provisional membership and reapplication fees will apply. I have read and agree to abide by the Bylaws of the Richmond Association of REALTORS®. I understand that I will be required to complete periodic Code of Ethics training as specified in the Association's Bylaws as a condition of membership and will abide by the National Association of REALTORS® Code of Ethics, Local, State & National Association Constitution, Bylaws, Association Policies, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS®, all as from time to time amended.

Membership Dues and Fees

I understand that I will be granted provisional membership upon completion of the application process and that my application is subject to review by the Board of Directors. If elected to membership I agree to pay (when due) the established fees, dues, assessments and fines in effect as long as I am a member of this Association. I understand that if I no longer wish to maintain my membership, the Association must be notified in writing. I further understand there will be no refund of dues paid should I terminate my membership in the Association. I assume full personal responsibility for all Association dues, fees, fines and assessments. I understand dues, fees and assessments are non-refundable and that failure to pay all dues, fees, fines and assessments when due may result in the loss of my REALTOR® membership as well as the membership and services for the licensees affiliated with my office.

REALTOR® Trademark

I understand that my use of the REALTOR® trademarks must comply with the National Association's trademark rules. I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks.

I hereby certify that the foregoing information furnished by me is true and correct. I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my REALTOR® membership. I consent and authorize RAR to invite and receive information and comment about me from any Member or other person, and I agree that any information and comment furnished to RAR by any Member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

By signing below, I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers and email address I provide or through any other means of communication used by the Association. This consent applies to any and all changes in contact information that may be provided by me to the Association(s) in the future. I recognize that certain state and federal laws may place limits on such communication and as part of my membership, I am consenting to waive those limitations. I acknowledge that the Association's primary form of communication with its members is electronic mail (email) and I understand that it is my responsibility to notify RAR immediately of any change to my email address.

Name (print) _____

Signature _____ Date _____

Principal Broker/ Designated REALTOR® Applicant



CVR MLS New Firm/Branch Office Application

membership@rarealtors.com

(P) 804.422.5000 (F) 804.422.5051

Instructions and Helpful Hints for completing this form:

- Participant Applicant must have an active Virginia real estate broker license. A copy of this license must be submitted with this application.
- If you are not a current RAR or SVAR member, a letter of good standing from the primary REALTOR® association of the Participating Broker Applicant is required for CVR MLS access.
- Please include a copy of the firm's W-9.
- Please submit your completed application to membership@rarealtors.com.
- If the Participant Broker applicant is not a current CVR MLS subscriber, application fees will apply.
- Once your application has been processed, you will receive an invoice for all applicable CVR MLS fees to the email provided in this application. The invoice will contain a secure payment link for your convenience.
- CVR MLS access codes will be provided within one business day of receipt of application fees.
- **All new CVR MLS Users must complete the Intro to CVR MLS class within 90 days of their join date.**

Fee Schedule Example

New Firm with new CVR MLS participant access:

Joining 1 st month of Quarter January April July October	Joining 2 nd month of Quarter February May August November	Joining 3 rd month of Quarter March June September December
Application Fee: \$180.00 Quarterly Fee: \$180.00 Firm Fee: \$825.00 Total Due: \$1185.00	Application Fee: \$180.00 Quarterly Fee: \$120.00 Firm Fee: \$825.00 Total Due: \$1125.00	Application Fee: \$180.00 Quarterly Fee: \$60.00 Next Quarter Fee: \$180.00 Firm Fee: \$825.00 Total Due: \$1245.00**

**Includes application fee, prorated quarterly fee and next quarter's fee



Section 1

PARTICIPANT AUTHORIZATION (If applicable)

If the broker completing this application and serving as the Participating/Supervising Broker of this office is not the Principal Broker, the Principal Broker's authorization is required.

I designate _____ as the Participating Broker for this office and certify that the information contained on this application is correct.

Name (print) _____

Signature _____ Date _____

Principal Broker/ Designated REALTOR® Applicant

Section 2

Office set-up fees are applicable. If your firm does not have an established office at CVR MLS, please select "New Firm" regardless firm/branch status.

☐ Firm (\$825 OFFICE SET UP FEE) or

☐ Branch Office (\$425 OFFICE SET UP FEE)

Firm/ Branch Office Name _____

If Branch Office, Main Firm's Office ID _____

Firm/Branch License Number 0226- _____

Firm/Branch Office Physical Address _____

City _____ State _____ Zip _____

Firm/Branch Office Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Firm Email _____

Firm website address _____

☐ My office is considered a *branch* office of a real estate firm established with the National Association of REALTORS® through another REALTOR® association. Please list the name of the real estate firm and the association through which the REALTOR membership has been established:

Section 3

PARTICIPATING BROKER APPLICANT INFORMATION

Full Name on License _____

Real Estate License Number _____ Exp. Date _____

Home Address _____

City _____ State _____ Zip _____

Preferred Phone: _____ ☐ Home / ☐ Office / ☐ Cell

Cell Phone: _____ Text? ☐ Yes / ☐ No

Email _____

Primary REALTOR® Association _____

NRDS ID : _____

(If applicant is not a member of the Richmond Association of REALTORS® or the Southside Virginia Association of REALTORS®, a letter of good standing from the REALTOR® association where Applicant holds primary membership must accompany this application.)



Section 4

CVR MLS PARTICIPANT AGREEMENT

Intro To CVR MLS Mandatory Training

All new CVR MLS Users must complete the three (3) hour Intro to CVR MLS class within 90 days of their join date. The class is offered monthly in a live, virtual (Zoom) environment or in an On-Demand format through the online education platform at learning.rarealtors.com. The class combines an overview of the CVR MLS technology suite and training of the basic Rules and Regulations. Completion of the class includes a fine waiver good for one year from class completion. As a courtesy, CVR MLS Staff will register you for the next available live, virtual class as part of this application process. If you choose to complete the class through the on-demand option, or in another live session, please update your confirmation accordingly. **Users are responsible for the completion of this class within their 90 day window. If the class is not completed within the 90 day window, your MLS account will be suspended until the class is completed.** See our [KnowledgeBase article](#) for a full overview.

Virginia MLS Cooperative

Central Virginia Regional MLS, LLC (CVR MLS), is affiliated with the Virginia MLS Cooperative. The Virginia MLS Cooperative is an agreement between CVR MLS and the Chesapeake Bay and Rivers Property Services, Inc (CBAR PS) to provide the authorized users of these MLS's access to a combined multiple listing database and a blanket, unilateral offer of compensation and cooperation.

SentriLock Service

Active CVR MLS Participants and Subscribers are eligible for SentriLock lockbox service. You will be emailed an invitation to activate your SentriLock® service once your CVR MLS access is active. **SentriLock® fees are not included in CVR MLS fees.**

IDX

CVR MLS Internet Data Exchange provides the ability to display the active listings of other CVR MLS participants on your website and allow other CVR MLS IDX participants to display your active listings on their websites. **To opt-out of IDX, please email mls@cvrmls.com.**

REALTORS® Property Resource Opt Out

CVR MLS provides listing data to the National Association of REALTORS® Property Resource (RPR). Participation in the RPR program is voluntary. If you DO NOT wish to participate in the REALTORS® Property Resource program, your firm's listing data will not appear on <https://www.narrpr.com/>. **To opt-out of RPR, please email mls@cvrmls.com.**

Central Virginia Real Estate Resources

Central Virginia Real Estate Resources, a division of CVR MLS, leverages MLS data-related products to enhance the profitability of the Broker/Owner participants of CVR MLS. Owners of real estate brokerage firms who are Participants in good standing with CVR MLS may periodically receive data license fees (royalties) in return for the use of their listing data by CVR MLS.

To receive these payments from CVR MLS, Broker/Owners must submit--in the name of the firm--a Form W-9 Request for Taxpayer Identification Number and Certification.

I, hereby, make application for Participant access to CVR MLS and agree as a condition of participation in the MLS to abide by all CVR MLS bylaws, rules and regulations and other obligations of participation, including payment of fees when they are due. I have thoroughly familiarized myself with CVR MLS Rules and Regulations. I certify that as the Principal Broker/Designated REALTOR® for the firm listed above that I have the authority to compel my firm to arbitrate disputes, to abide by the arbitration award and to comply with any arbitration award promptly, in



accordance with the terms and conditions as established in the NAR Code of Ethics and Arbitration Manual, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS®. I agree to the following:

- To prohibit access to the CVR MLS and its data by those not authorized to use the MLS data;
- To keep any security features confidential and will not share my log in credentials;
- To maintain listing information in a complete, accurate and timely manner; and
- To take full responsibility for the information entered in the MLS.

I agree to pay all dues, fees, fines and other assessments of the Central Virginia Regional MLS as may be from time to time established by the CVR MLS Board of Directors. CVR MLS service fees are posted quarterly to Participant and Subscriber online accounts. No paper statements will be sent. I understand fees are non-refundable and that failure to pay all dues, fees, fines and assessments when due, may result in the loss of CVR MLS services for myself and the licensees affiliated with my office and loss of lockbox privileges.

I consent that the Central Virginia Regional MLS (CVR MLS) may contact me at the specified address, telephone numbers and email address I provide or through any other means of communication used by CVR MLS. This consent applies to any and all changes in contact information that may be provided by me to the CVR MLS in the future. I recognize that certain state and federal laws may place limits on such communication and as part of my subscription I am consenting to waive those limitations. I acknowledge that CVR MLS's primary form of communication with its subscribers is electronic mail (email) and I understand that it is my responsibility to notify CVR MLS immediately of any change to my email address.

I have read and agree to the foregoing:

Name (print) _____

Signature _____

Date _____

Participating Broker Applicant

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.

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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	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:

- 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 ►
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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) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ 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 ⁴
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.

2024 RAR/CVR MLS New Member Dues Summary

Individual REALTOR® Member and CVR MLS Subscriber Joining Costs

	January	February	March*	April	May	June*
<u>RAR DUES</u>						
2024 National Assoc. of REALTORS®	\$156.00	\$143.00	\$130.00	\$117.00	\$104.00	\$91.00
2024 NAR Special Assessment	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
2024 Virginia REALTORS®	\$191.00	\$191.00	\$191.00	\$143.25	\$143.25	\$143.25
Virginia REALTORS® New Member Fee	\$191.00	\$191.00	\$191.00	\$191.00	\$191.00	\$191.00
2024 REALTOR® Dues	\$225.00	\$206.25	\$187.50	\$168.75	\$150.00	\$131.25
REALTOR® Application Fee	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00
REALTOR® Orientation & Ethics	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00
RPAC (optional)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
REALTOR® DUES SUBTOTAL	\$1558.00	\$1526.25	\$1494.50	\$1415.00	\$1383.25	\$1351.50
<u>CVR MLS FEES (if joining)</u>						
CVR MLS Processing Fee	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00
CVR MLS Subscriber Fee	\$180.00	\$120.00	\$240.00	\$180.00	\$120.00	\$240.00
CVR MLS SUBTOTAL	\$360.00	\$300.00	\$420.00	\$360.00	\$300.00	\$420.00
TOTAL FOR RAR AND CVR MLS	\$1,918.00	\$1,826.25	\$1,914.50	\$1,775.00	\$1,683.25	\$1,771.50

	July	August	September*	October	November	December*
<u>RAR DUES</u>						
2024 National Assoc. of REALTORS®	\$78.00	\$65.00	\$52.00	\$39.00	\$26.00	\$13.00
2024 NAR Special Assessment	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
2024 Virginia REALTORS®	\$95.50	\$95.50	\$95.50	\$47.75	\$47.75	\$47.75
Virginia REALTORS® New Member Fee	\$191.00	\$191.00	\$191.00	\$191.00	\$191.00	\$191.00
2024 REALTOR® Dues	\$112.50	\$93.75	\$75.00	\$56.25	\$37.50	\$18.75
REALTOR® Application Fee	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00
REALTOR® Orientation & Ethics	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00
**2025 Membership Dues/Assessments			0	\$617.00	\$617.00	\$617.00
RPAC (optional)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
REALTOR® DUES SUBTOTAL	\$1272.00	\$1240.25	\$1208.50	\$1746.00	\$1714.25	\$1682.50
<u>CVR MLS FEES (if joining)</u>						
CVR MLS Processing Fee	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00
CVR MLS Subscriber Fee	\$180.00	\$120.00	\$240.00	\$180.00	\$120.00	\$240.00
CVR MLS SUBTOTAL	\$360.00	\$300.00	\$420.00	\$360.00	\$300.00	\$420.00
TOTAL FOR RAR AND CVR MLS	\$1,632.00	\$1,540.25	\$1,628.50	\$2,106.00	\$2,014.25	\$2,102.50

*Includes prorated month's fee plus next quarter's fees of \$180.

**Special Note: Membership dues after 10/1/2024 will include annual membership dues for 2024.

Recurring Fees and Dues

Description	Amount	Date Billed	Due By
1 st Quarter MLS	\$180	December 2	December 31
2 nd Quarter MLS	\$180	March 1	April 1
3 rd Quarter MLS	\$180	June 1	July 1
4 th Quarter MLS	\$180	September 1	October 1
2024 REALTOR® Dues	\$617*subject to change	October 1	January 2nd