



**American Petroleum Institute  
Central Wyoming Chapter**

**DONATION REQUEST APPLICATION &  
GUIDELINES**

**DONATIONS**

The Central Wyoming Chapter of the American Petroleum Institute (API) approves a limited number of the many donation request applications received. Applications must be completed annually. Please submit your application according to the following required guidelines:

1. Complete the Applications for funds.
2. Attach a copy of your organization's federally issued letter certifying n-profit 501(c) 3 status *and* a completed form W-9.
3. Donation requests for proceeds from the annual Chili Cook off must be received no later than **March 15<sup>th</sup>**. Individual requests must submit an application at least 30 days prior to the date the donation is needed.
4. Submit application and documentation by mail to:

American Petroleum Institute  
P.O. Box 261  
Casper, WY 82602

**ORGANIZATIONS ELIGIBLE TO RECEIVE DONATIONS:**

The API accepts donation request applications from local and regional non-profit organizations with 501(c) 3 status. In very special circumstances the API may approve donations for an individual cause or need. The non-profit must serve local community and be considered "in good standing" with auditors. Past support does not guarantee future support. All charities and donations are reviewed, approved and allocated by the API Board of Directors.



**American Petroleum Institute  
Central Wyoming Chapter  
(Application for Funds)**

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
*Organization or Individual*

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

email: \_\_\_\_\_

Fed. Tax ID # / Soc. Sec. #: \_\_\_\_\_

If non-profit, please state Organization's mission, purpose, year established and list of Board of Directors (attached if needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For what purpose and objectives will our request for funds be used? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What percentage of our funds will be used just for that purpose? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

From what other sources do you currently receive funds? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Which of the following duties would you be willing to help with during the API Chili Cook-Off:

Ticket Runners       Admissions       Anything we can do!  
 Raffle ticket sales       Beverage Wagon

**ADDITIONAL REQUIREMENTS:** Qualified non-profit organizations must provide proof of non-profit status (a copy of 501 C-3) *and* must complete form W-9.

\_\_\_\_\_  
Signature / Title

It is the mission of the Central Wyoming Chapter of the American Petroleum Institute to influence public policy in support of a strong, viable U.S. oil and natural gas industry essential to meet the energy needs of consumers in an efficient, environmentally responsible manner. We also heighten local awareness of our organization by raising funds for Central Wyoming charities and recipients of our scholarship fund.

Return to: American Petroleum Institute  
PO Box 261  
Casper, WY 82602

## 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 shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
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 the "Name" line 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.

Social security number									

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

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).

**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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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### 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.

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. 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.

**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.

**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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.