



Town of Milford
Highway Department

Scott J. Crisafulli, Highway Surveyor

**Town Of Milford
Mailbox Reimbursement Request**

I _____ of _____ (address),
Milford hereby request reimbursement for damages to my mailbox and related fixtures
caused by snow removal operations on _____ (date).

Describe damages:

I understand the town has a right to review this claim, and may reimburse me \$35.00 for
damages to the mailbox, post, and brackets. No reimbursement shall exceed \$35.00
regardless of the location, size, original cost or elaborateness of the mailbox, post and
brackets.

This claim must be submitted within thirty (30) days of the date if the alleged damage.

Submit to: Town Administrator, 52 Main Street, Milford, MA 01757

I affirm the above statement is true to the best of my knowledge and belief.

_____(Signature)

_____(Date)

Front Street • Milford, Massachusetts 01757 • Tel. (508) 473-1274 • Fax (508) 634-2348

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For Town Use Only

Date Received:

Reviewed By:

Recommended Action:

Form W-9

(Massachusetts Substitute W-9 Form)
Rev. May 2013

Request for Vendor/Taxpayer Identification Number and Certification

Completed form should be given
to the requesting department or
the department you are currently
doing business with.

Name (List legal name, if joint names, list first & circle the name of the person whose TIN you enter in Part I)

Business name, if different from above. (dba, c/o, etc.)

Check the appropriate box: Individual/Sole proprietor Corporation Partnership (LLC or LLP) Other: _____

Legal Address (number, street, & apt/suite no.)

Remittance Address (if different from legal address number, street, & apt/suite no.)

City	State	Zip Code	City	State	Zip Code
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Phone # () **Fax #** () **Email:**

Part I - Taxpayer Identification Number (TIN):

Enter your TIN in the appropriate box.

For individuals, this is your social security number (SSN).

For other entities, it is your employer identification number (EIN).

Social security number

□	□	□	-	□	□	-	□	□	□	□
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OR

Employer identification number

□	□	-	□	□	□	□	□	□	□
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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 Services (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 an U.S. person (including an U.S. resident alien).
- I am currently a Commonwealth of Massachusetts's state or municipal employee: (Check One): **NO** **YES** If yes, specify below:

_____, and must be in compliance with the State Ethics Commission requirements.

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.

Part III - Authorized Signature:

Sign Here	Date:
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Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or 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 give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify you are not subject to backup withholding

If you are a foreign person, use the appropriate Form W-8. See **Pub 515**, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

What is backup withholding? Persons making certain payments to you must withhold a designated percentage, currently 28% and pay to the IRS of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

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 not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends only), or
- 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.

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.

IMPORTANT INFORMATION

The Town of Milford Massachusetts uses this form in order to verify the correct mailing information for purchase orders and remittance payments for all new and existing vendors. It is also used to obtain the correct TIN for all of its vendors. Please complete all sections, as we cannot process vendor payments until this completed form is received by the Town Treasurer's Office.

Policy on Repair of Mailboxes Located Within the Public Way

The Highway Surveyor, and the Board of Selectmen, recognize that many residents of the Town establish mailboxes in front of their properties but within the publically owned and controlled layout of public ways. Often, landowners may treat these areas as lawn or grass areas adjunct to their property. The Town of Milford, like all cities and towns, permits such usage as long as the public's ultimate rights in the property are not interfered with.

The Board of Selectmen and the Highway Surveyor hereby reiterates what is their policy in relation to damage to mailboxes which are located on or within the public rights of way along streets in Milford:

If a mailbox is located within or on the Town's public way; and

If that mailbox is damaged as a result of negligent Town plowing activity; and

If said damage is reported within 15 days of that damage taking place;

The Town will reimburse the homeowner in the amount of no more than \$35 for repair and/or replacement of such mailbox, notwithstanding any claim of value of a mailbox in excess of such sum or costs of repairs above that sum.