# Required Forms & W-9 Instructions

*This document outlines administrative requirements for processing participant reimbursements in a CII Turf Conversion Incentive Program. It includes instructions for submitting the IRS W-9 form and any additional forms your program may require.*

## IRS W-9 Form

All participants approved for reimbursement must submit a completed IRS W-9 form before funds can be disbursed.

Download the form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

The W-9 form should be completed with the same name and mailing address as listed on the utility account or reimbursement check recipient.

Participants may return the W-9 form by:

* Uploading to the program portal (if available)
* Emailing to [Program Coordinator Email]
* Mailing to: [Insert Mailing Address]

## Other Required Forms (if applicable)

* Property Owner Approval Letter (if applicant is not the property owner)
* Permit documentation or approvals
* Tax or vendor registration forms (if required by your agency)
* Final project sign-off checklist

Ensure that all documentation is submitted before or during the final site inspection to avoid delays in processing reimbursement.