

Dear artist,

The Pump House Center for the Arts has created an organization system to compile an artist folder; it gives each artist their own folder with their information. Below is the information we would like to gather. Not only will we benefit from your participation, but it will also help us with the inquiries of our customers and our patrons. If you could, please fill out the information below and return it to a Pump House staff member.

### Artist Information

(please print)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Website: \_\_\_\_\_

1. Are you available for commission work?

- Yes  
 No  
 Unsure

2. What media type do you use? (please list below):

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

3. Would you be interested in teaching an art class? (please list)

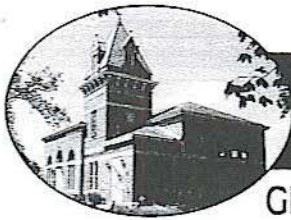
\_\_\_\_\_  
\_\_\_\_\_

4. Would you be interested in being a featured speaker in an artist lecture series?

- Yes  
 No

Please give us a brief description of your art work, and tell us a little about yourself: (Feel free to use an additional sheet)

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



# Pump House Center for the Arts

## Gift Gallery Agreement Form

The Pump House Center for the Arts operates its Gift Gallery to benefit both the artist and the Pump House. This agreement is to clarify the procedures and to detail the expectations of the Pump House Center for the Arts. We encourage every artist who participates in our Gift Gallery to be a member of the Pump House Center for the Arts and to help us keep this cultural arts center vital.

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### Requirements:

All works for sale can be original art, limited edition signed prints, or fine designer crafts.

The Pump House receives 30% commission on each piece sold. Please figure this into your sale price. Sales tax will be collected by the Gift Gallery.

Art or fine crafts work must be removed and replaced every 3 months. If the art work or fine craft is not removed within one year following a written request, the work will become the possession of the Pump House. The Pump House, however, retains the right to notify you and remove your work at anytime.

The total number of framed works hung by any one artist may not extend 3-5 pieces if room allows. Three dimensional pieces can be 5-10 pieces depending on the size and if room allows.

Artists are paid on approximately, the 15<sup>th</sup> of the following month in which the artist's piece is sold. The Pump House has a lay-away plan. This may delay your payment by 60 days.

Items must be framed and wired on the back in a professional manner and ready to hang. Saw tooth fixtures are not allowed. Work to be displayed in the bin must be wrapped in plastic and no larger than that of 24" by 28".

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Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

I hereby agree to the rules, regulations, and procedures outlined by the Pump House Center for the Arts. This agreement will be renewed on a yearly basis.

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



# Request for Taxpayer Identification Number and Certification

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

Please print or type

Name (See Specific Instructions on page 2.)

Business name, if different from above. (See Specific Instructions on page 2.)

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other ▶

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. 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 2. 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 2.

Social security number								

or

Employer identification number								

## Part II For U.S. Payees Exempt From Backup Withholding (See the instructions on page 2.)

## Part III 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. person (including a U.S. resident alien).

**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 2.)

Sign Here Signature of U.S. person ▶

Date ▶

## 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 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 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, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

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

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.

**What is backup withholding?** Persons making certain payments to you must withhold and pay to the IRS 31% 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 III 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 on your tax return (for reportable 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. See the Part II instructions and the separate Instructions for the Requester of Form W-9.

## 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.