

BBNA Wood Vendor Program

The BBNA LIHEAP program can provide wood to LIHEAP Clients as part of the annual LIHEAP Assistance service. If Clients choose to use all or part of their LIHEAP grant for wood as heating fuel, a LIHEAP program worker will contact a designated Wood Vendor in the community to go out and gather the wood for the client.

Wood can be delivered in the following ways:

- 1 Cord - Split
- 1 Cord - Not Split
- ½ Cord Split
- ½ cord - Not Split

Prices for each of the above listed options are set by the Wood Vendor and submitted to BBNA on the Wood Vendor form for approval. Once approved you can become a Wood Vendor for the BBNA LIHEAP Program.

If you choose to become a Wood Vendor for the BBNA LIHEAP Program, please complete and submit the following forms:

- Completed BBNA Wood Vendor Application (Attached)
- Completed W9 and Submit to BBNA LIHEAP (For accounting purposes) (Attached)
- Submit a copy of your Government Issued Id

Forms can be submitted to the LIHEAP program by:

- Email - eligibility@bbna.com
- Fax - 1-833-693-0570

Once you have submitted your completed forms they will be reviewed by the Forestry Department and the LIHEAP Division Manager for Approval. If you are approved as a BBNA LIHEAP Wood Vendor you will be contacted by a representative from the BBNA LIHEAP Department to set up your Wood Vendor account in our central database.

If you have any questions please contact the BBNA LIHEAP Department:

Phone - 907-842-2262

Thank you for your interest in becoming a BBNA LIHEAP Wood Vendor.

BRISTOL BAY NATIVE ASSOCIATION

**P.O. BOX 310
DILLINGHAM, ALASKA 99576
PHONE (907) 842-5257**

LIHEAP Wood Vendor Agreement

- Aleknagik*
- Chignik Bay*
- Chignik*
- Lagoon*
- Clarks Point*
- Curyung*
- Egegik*
- Ekuk*
- Ekwok*
- Igiugig*
- Iliamna*
- Ivanof Bay*
- Kanatak*
- King Salmon*
- Kokhanok*
- Koliganek*
- Levelock*
- Manokotak*
- Naknek*
- New*
- Stuyahok*
- Newhalen*
- Nondalton*
- Pedro Bay*
- Perryville*
- Pilot Point*
- Port Heiden*
- Portage*
- Creek*
- South*
- Naknek*
- Togiak*
- Twin Hills*
- Ugashik*

I agree to become a wood vendor for BBNA for the LIHEAP program

Name: _____
 Address: _____
 City: _____ Zip code: _____
 Phone number _____ Cell number _____

I agree to **CUT AND SPLIT** the wood upon delivery. The cost per cord of wood is \$ _____ delivered to the approved home. A cord of wood is 4 feet wide, 8 feet long by 4 feet high. (Half of a cord is half the listed price)

If the wood is **NOT CUT AND SPLIT**, the cost will be renegotiated at a price of \$ _____ per cord. (Half of a cord is half the listed price)

I understand that I will receive written verification on the amount of wood to be purchased by BBNA on behalf of the client. I understand this is confidential communication between BBNA, me and the client. At no time may information be released without expressed written consent.

I understand that I am responsible for the legal requirements for wood cutting on Public Land both State and Federal and Agree to get the necessary wood cutting permits and/or written permission for wood cutting on private lands.

This agreement requires a meeting with BBNA LMS /Forestry Department Frank Woods to determine location of wood to be cut. Contact Frank at 1-907-842-5257.

The following Agreement is hereby signed;

 Wood Vendor Signature Date

 Frank Woods, Forestry Date

 Pamela Murphy, Cash Assistance SVCS Division MNGR Date

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

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. <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> Individual/sole proprietor or single-member LLC</td> <td><input type="checkbox"/> C Corporation</td> <td><input type="checkbox"/> S Corporation</td> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> Trust/estate</td> </tr> <tr> <td colspan="5"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </td> </tr> <tr> <td colspan="5"> 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. </td> </tr> <tr> <td colspan="5"> <input type="checkbox"/> Other (see instructions) ▶ _____ </td> </tr> </table>	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<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) ▶ _____					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) ▶ _____				
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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) _____																				
(Applies to accounts maintained outside the U.S.)																				
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					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
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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); and
4. 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.

Wood Vendor Basics for Dillingham

Before you cut Wood for a LIHEAP Client:

- Must have all Documents on file before cutting any wood for LIHEAP Clients
- Must be contacted by BBNA to cut and sell wood to a LIHEAP client
- Must have a wood cutting permit

After you provide wood to client:

- Complete an invoice for client
 - Invoice must include:
 - Your Name
 - Your Address
 - Your Phone Number

Clients Name
Clients Address
Clients Phone Number

The Amount of wood that was delivered
The Type of wood (Split or Non-split)

The amount due to the wood vendor

The Client's Signature along with Client Statement:

By Signing below I am confirming that I have received the above listed wood for heating fuel. I am also certifying that I am not a member of the wood vendors Household.

(See Attached for a sample Invoice (you can use the blank Invoice if you prefer)

Wood Vendor Basics for Other Communities

- Must have all Documents on file before cutting any wood for LIHEAP Clients
- Must be contacted by BBNA to cut and sell wood to a LIHEAP client
- Must have a wood cutting permit (Check with your local tribal/city office)

Before you cut Wood for a LIHEAP Client:

- Must have all Documents on file before cutting any wood for LIHEAP Clients
- Must be contacted by BBNA to cut and sell wood to a LIHEAP client
- Must have a wood cutting permit

After you provide wood to client If Billing BBNA:

- Complete an invoice for client

- Invoice must include:

Your Name

Your Address

Your Phone Number

Clients Name

Clients Address

Clients Phone Number

The Amount of wood that was delivered

The Type of wood (Split or Non-split)

The amount due to the wood vendor

The Client's Signature along with Client Statement:

By Signing below I am confirming that I have received the above listed wood for heating fuel. I am also certifying that I am not a member of the wood vendors Household.

(See Attached for a sample Invoice (you can use the blank Invoice if you prefer) B

- Must submit invoice to LIHEAP signed by client for payment
 - See Attached for a sample Invoice (you can use this sample if you prefer)

After you provide wood to client If Billing Local Heat/Fuel Vendor in your community:

- Complete an invoice for client
- Supply invoice to your local Heat/Fuel Vendor for payment

EXAMPLE OF COMPLETE INVOICE

To:
BBNA
ATTN: LIHEAP
PO BOX 310
Dillingham, AK 99576



Name: Jack Woodvendor

123 Your Street
Your City, ST 12345
Phone Number -

Invoice

Wood Vendor

Invoice for

Client Name
PO BOX
City, State, Zip

Wood for Heating Fuel

Amount of Wood - Ex - 1/2 Cord or 1 Cord

Date Wood Delivered

August 1, 2021

Description	Qty	Unit price	Total price
Examples:			
1 Cord of Wood -Cut and Split	1	\$100.00	\$100.00
1/2 Cord - Unsplit	1	\$50.00	\$50.00
Total Amount Due to Wood Vendor			\$150.00

Client

Signature: _____

By Signing below I am confirming that I have received the above listed wood for heating fuel. I am also certifying that I am not a member of the wood vendors Household.

To:
BBNA
ATTN: LIHEAP
PO BOX 310
Dillingham, AK 99576



Name:

PO BOX

Phone Number -

Invoice

Wood Vendor

Invoice for

Wood for Heating Fuel

Client Name:

PO BOX

Date Wood Delivered

Description

Qty

Unit price

Total price

Total Amount Due to Wood Vendor

Client

Signature: _____

By Signing below I am confirming that I have received the above listed wood for heating fuel. I am also certifying that I am not a member of the wood vendors Household.