



## **Qdoba Donation Request Guidelines**

1. Requests by phone are not accepted. Donation requests must be emailed to Community Relations at [community@qdoba.com](mailto:community@qdoba.com). Qdoba will contact you directly if we have questions.
2. The recipient must be a 501-C (3) nonprofit organization. A copy of the 501-C (3) letter from the IRS must accompany the application. This letter comes from the Treasury Department and is different from the state tax-exempt form.
3. The application must be received 12 weeks before the "event date" in order to be considered. All applications are reviewed on a first-come-first serve basis, so early submission of your application is recommended.
4. Qdoba believes in being an active community member. Requests from other civic and charitable groups will be considered if the organization is in the immediate vicinity of a restaurant location, and funding is available.
5. Qdoba does not donate to individuals, individuals seeking pledges, or multiple requests from the same organization or organizations and / or causes. Each approved organization is restricted to one donation per year from any and all Qdoba locations. School groups fall into a different category and may apply for more than one donation per year as each group represents a different part of the student body. For example: If a PTA group and Lacrosse Team from the same school apply for a donation, it will be considered two different requests.
6. Past support of an organization or event is not a guarantee of future support. *An organization may only receive one donation per year.* Please do not apply for additional donations.
7. Although we would like to support every worthwhile cause, due to the volume of applications, it is not possible for Qdoba to fulfill every request. We will make an attempt to respond by email to all of those who have not been granted their requests.

**Please email requests and completed documents to**

**[Community@qdoba.com](mailto:Community@qdoba.com)**



## Donation Application

Your complete application must be sent electronically to [community@qdoba.com](mailto:community@qdoba.com) 12 weeks in advance of your event date in order to be considered. All applications are reviewed on a first-come-first serve basis.

**Please read all guidelines on page 2 of this application before submission.**

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

Organization: \_\_\_\_\_ 501-C (3) Number: \_\_\_\_\_

Address (of store): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of event: \_\_\_\_\_

\_\_\_\_\_

Requesting: Entrée Card(s): \_\_\_\_\_ How Many?: \_\_\_\_\_

How will your organization promote the Local Partnership to your members/supporters and to the public? Email blast, signs, web pages, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will Qdoba be acknowledged for this donation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Please email this completed application along with an IRS 501-C (3) determination letter, and any relevant information to [community@qdoba.com](mailto:community@qdoba.com) in order to ensure that it is received.***

# Request for Taxpayer Identification Number and Certification

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

Print or type  
See Specific Instructions on page 2.

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; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.)	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 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.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	
or									
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); 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 on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶

## General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### 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? on page 2.*

By signing the filled-out form, you:

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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.