

## UTAH AIR NATIONAL GUARD

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Draper, Utah 84020-9286

### UTAH AIR NATIONAL GUARD

#### STATE RETENTION AND RECRUITMENT BONUSES

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**Summary:** Unless superseded, this policy is in effect until 30 June 2026. It provides information and describes procedures for administering the Utah Air National Guard (UTANG) state incentive programs for recruiting and retention.

**Applicability:** This policy applies to all Utah Air National Guard Airmen. To be eligible, Service members must be identified in the spending plan of this document and meet the criteria outlined for those positions. Individuals may also qualify if submitted as an exception to policy and approved by the Adjutant General.

**Proponent and Exception Authority:** This policy is promoted by State Operations in conjunction with the Air Joint Force Headquarters. All authority for exceptions to policy for any state funds used for recruitment and retention reside at the Adjutant General (TAG). For an exception to policy, a memorandum should be written by the Unit Commander through the chain of command to the Assistant Adjutant General - Air (AAG-Air) for review. The AAG-Air will then coordinate with State Operations for funding and submit to TAG for final approval.

**Interim Changes:** Interim changes to this policy are only official if authenticated by the Adjutant General. Unless rescinded, amended, or extended, this policy becomes obsolete on the expiration date.

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## CHAPTER 1 OVERVIEW

**1-1. GENERAL.** The Utah legislature provided funds for state incentive programs for Utah Air National Guard (UTANG) members in State Fiscal Year 2026. This policy describes the eligibility criteria and procedures for administering the UTANG state and incentives programs effective 1 July 2025 through 30 June 2026, unless otherwise stated, rescinded, or amended. This program is subject to the availability of funds. Payment schedule for the UTANG retention and enlistment bonuses will be determined by the Assistant Adjutant General - Air (AAG-Air).

### 1-2. REFERENCES

- a. Senate Bill 2, New Fiscal Year Supplemental Appropriations Act
- b. Utah House Bill 7, National Guard, Veterans Affairs, and Legislature Base Budget
- c. Utah Code Annotated, 39A-3-205

### 1-3. PURPOSE

The purpose of the state incentive programs is to:

- a. Incentivize the retention and recruitment of qualified Airmen for the UTANG.
- b. Incentivize members currently assigned to the Inactive National Guard (ING) or Individual Ready Reserve (IRR) to re-affiliate with the UTANG.
- c. Incentivize current UTANG members to extend their enlistment.
- d. Reward eligible UTANG members for their willingness to serve the needs of the State of Utah when ordered by the Governor or the President of the United States in support of state or federal missions.

### 1-4. RESPONSIBILITIES

- a. **The Adjutant General (TAG).** TAG is responsible for overall policies, guidance, administration, implementation, and proper utilization of the Utah National Guard incentive programs.
- b. **Air Joint Force Headquarters (JFHQ).** The Air JFHQ and State Operations administer the program for TAG and are the official designees of TAG for such purposes. The preponderance of administration will be with state-funded positions. The Air recruitment and retention bonus manager works with State Operations and JFHQ.
- c. **Recruiting and Retention.** The Air Recruiting and Retention office utilizes the incentives offered by the State of Utah incentive programs to promote recruiting and retention.
- d. **UTANG Commanders.** Commanders at all levels ensure members of their command are informed of the UTANG state incentive programs and will inform their Airmen of the benefits available to them. They must ensure members who

are receiving state incentives remain eligible. Commanders may delegate this responsibility to the senior enlisted leader of the unit. The command team will notify the state bonus manager if the member does not fulfill the contract terms.

- e. **Unit Career Advisors.** All required application documents will be submitted to the Utah Air National Guard Retention Office Manager no later than 30 days after the signature on recruitment or retention documents AF 418 or the statement of agreement is signed (Annex A).
- f. **151st Force Support Squadron, Personnel Superintendent,** will update officer commitments in MILPDS in the extra assignment section.
- g. **151st Force Support Squadron, Force Management Section, Accessions Technician(s)** will update Retention Bonus Codes and Expiration Dates for members receiving a recruitment/retention bonus when completing the initial gain actions in the Military Personnel Data System (MILPDS). The Air recruitment and retention manager will track officers.
- h. **151st Force Support Squadron, Customer Service Section, Customer Service Technician(s)** will update reenlistment bonus codes and expiration dates for members receiving a reenlistment bonus when entering reenlistment information into MILPDS. The Air recruitment and retention manager will track officers.
- i. **151st Force Support Squadron, Force Management Section, Separations Technician(s)** will verify in MILPDS that all recruitment and retention bonus codes have been removed and service commitment expiration dates have been met before completing separation actions. If codes exist or service commitment dates have expired, the 151st Force Support Separation Technician will notify the Utah Air National Guard's recruitment and retention manager. The Air recruitment and retention manager will meet with the member to discuss the member's continued retention or bonus recoupment requirements before allowing separation actions to proceed.
- j. **Unit.** The Air recruitment and retention bonus manager will notify immediately upon a service member becoming an unsatisfactory participant. The unit will provide supporting documents and date the service member became an unsatisfactory participant.
- k. **Eligible Members.** UTANG Airmen are responsible for completing and submitting all paperwork to the recruiting retention manager.
- l. **Retention Officer Manager.** Verifies the service member is eligible for the bonus and explains the process to the service member. All commitment paperwork is completed through the member's command support staff (CSS). Once completed, it will be documented in the program of record.
- m. **Recruitment and Retention Bonus Manager.** Will coordinate with State Operations and all other stakeholders to provide administrative support for the recruitment and retention program.
- n. **Incentives Working Group.** Responsible for formulating the policy contained within this document and developing the spending plan. The working group members are:
  - (1) Utah Air National Guard Director of Staff
  - (2) 151st Wing Commander

- (3) Utah Air National Guard State Command Chief
- (4) 151st Wing Command Chief
- (5) Utah Air National Guard Recruiting and Retention Office Manager
- (6) Utah Air National Guard Recruiting Senior Enlisted Leader
- (7) 151st Flight Support Squadron Enlisted Leader
- (8) Representative from State Operations
- (9) Air recruitment and retention bonus manager

1-5. **FUNDING.** The funding available for the state incentive programs is limited by the appropriations set by the state legislature. These programs will continue, subject to the availability of funds. Funding is appropriated and distributed by the state for the fiscal year per the bill's authorizations. These appropriations also fund state employees' administration of this program at an initial rate not exceeding 10% of the entirety of the funding.

1-6. **STATE FISCAL YEAR.** The state fiscal year begins on 1 July and ends on 30 June.

1-7. **SATISFACTORY PARTICIPANT.** A UTANG Airmen is considered a satisfactory participant if:

- A. They are an active member of their unit of assignment or attachment. An active drilling member is defined as satisfactorily attending monthly drills and annual training (AT).
- B. They are a satisfactory participant, defined by Air National Guard Instruction 36-2001, "Personnel Management of Training and Operational Support within the Air National Guard."
- C. They are currently deployable per the criteria required for their current duty position. If not, they must make diligent and measurable progress toward becoming deployable.
- D. They are not under Unfavorable Information File (UIF) by Air Force Instruction 36-2907, and DoD Instruction 1332.45, as applicable.
- E. Airmen must have passed the last recorded Fitness Assessment (FA) and be compliant with Air Force standards with an effective date within 12 months of the contract signature date for the incentive. Soldiers and Airmen with medical waivers for their respective fitness tests are eligible for the program.
- F. Service members must be current on enlisted/officer performance reports (EPR/OPR).

1-8. **TAXES.** Service members will receive IRS Form 1099 for tax reporting purposes. This bonus does not establish an employment relationship with the State of Utah;

therefore, the member is not considered a state employee. As a result, the member is solely responsible for reporting this income on their annual federal and state income tax returns and for paying any associated tax liabilities.

1-9. **RECOUPMENT.** Suppose the service member does not fulfill the whole commitment period in terms of the agreement (voluntarily or involuntarily). In that case, the member will pay back the entire recruitment or retention bonus. Initially, the State Operations finance department will coordinate the payback. If this fails, the debt will be sent to collections with the State of Utah. Examples of termination of the contract include (but are not limited to):

- a. The service member receives any unexcused absence within 12 months. Termination with recoupment is effective on the date of the unexcused absence.
- b. The service member becomes willingly non-deployable per the criteria required for their current duty position. Termination with recoupment is effective when the service member is considered non-deployable. Service members who complete a medical board process and are found fit for retention but unauthorized to deploy are exempt from termination.
- c. Suppose an Airman is under an Unfavorable Information File (UIF) by applicable regulations and policy. Termination with recoupment is effective on the date the UIF is established.
- d. Suppose an Airman has two consecutive failed fitness assessments within the contract term. The effective termination date is the date of the second "For Record" fitness assessment failure.
- e. The service member separated from the Utah National Guard for any reason other than those described here shall be processed on a case-by-case basis in coordination with State Operations.
- f. The service member initiates an Interstate transfer (IST) to another state National Guard. Termination with recoupment is effective on the date of transfer.
- g. The service member is discharged from the UTANG due to a service-connected injury/illness. Termination without recoupment is effective on the date of discharge.

1-10. **EXCEPTIONS TO POLICY (ETP).** When extenuating circumstances exist, a request for an ETP may be initiated. For detailed instructions on submitting an ETP, contact Air JFHQ recruiters or the Air recruitment and retention manager. ETPs will be routed through the chain of command. In coordination with the Assistant Adjutant General - Air and State Operations, TAG is the approving authority.

## CHAPTER 2

### STATE RECRUITMENT BONUSES

2-1. **STATE RECRUITMENT BONUS.** As funds are authorized, the Air National Guard will develop a targeted spending plan by 1 June each year. This spend plan will be reviewed and amended quarterly (or as required): (Sept, Dec, March, June). The spending plan may be modified or changed during the review as needed. The spending plan aims to increase the overall end-strength of the Utah Air National Guard. The State of Utah authorizes state recruitment bonuses for applicants joining the Utah National Guard by either joining the Utah National Guard on an initial enlistment/ commission or transferring from another service component. For this program, the standard bonus is \$10,000 for a 6-year commitment. These funds can be prorated for \$6,000 for 5 years or \$4,000 for 4 years, or by the guidance identified in the spend plan.

2-2. **ELIGIBILITY.** The state recruitment bonus is authorized for identified Air Force Specialty Codes (AFSC) and critical positions as determined in the spend plan (Annex B). The unit representative issuing the bonus shall verify eligibility before contracting for this incentive. Additionally, service members must meet the following requirements:

- A. Be identified by AFSC in the spend plan and agree to a minimum enlistment (or officer commitment) of four years.
- B. Be identified as a recruitment bonus AFSC in the current spend plan.  
Or meet special incentive criteria as identified in the current spend plan.
- C. Full-time AGR and technician personnel may be eligible if identified as critical positions in the spend plan portion of this document.
- D. Title 5 employees are not eligible for this bonus unless they serve in the Utah National Guard as a drill status guardsman (DSG) and are included in the spend plan.

2-3. **PAYMENT PROCESS.** Utah, through the State Operations finance office, will process a one-time payment directly to the service member upon signing the new commitment contract. The service member must meet all eligibility requirements before payout.

- A. The service member must be eligible for accession into the Utah Air National Guard (i.e., medically qualified, position available, etc.). The unit must submit all supporting documents to the Air recruitment and retention bonus manager.
- B. Before being considered for the bonus, new accessions must have completed the enlistment process (or in-processing for officers) and have been gained in the MILPDS system.

- C. The service member must complete the process in the current fiscal year (between 1 July and 30 June).
- D. The member must submit all required documentation within 30 days of committing to the Air National Guard. This can be accomplished by signing the Air Force Form 418 or the statement of agreement (Annex A).
- E. The minimum commitment is 4 years, unless an exception to policy has been included in the submission package.
- F. The current spend plan must identify the service member (Annex B).
- G. New Utah Air National Guard members must graduate from basic military training and/or technical training to receive the bonus. Failure to complete this training will result in the recoupment of the bonus.

2-4. **UNUSUAL CIRCUMSTANCES.** State Operations retains decision authority regarding all eligibility requirements and termination issues not covered under applicable law and/or policy on a case-by-case basis. The Air JFHQ will assist as needed.

### **CHAPTER 3 STATE RETENTION BONUSES**

3-1. **STATE RETENTION BONUS.** As funds are authorized, the Air National Guard will develop a targeted spending plan by 1 June each year. This spend plan will be reviewed and amended quarterly (or as required): (Sept, Dec, March, June). The spending plan may be modified or changed during the review as needed. The spending plan aims to increase the overall end-strength of the Utah Air National Guard. The State of Utah authorizes state retention bonuses for applicants already assigned to the Utah Air National Guard and willing to extend their service. For this program, the standard bonus is \$10,000 for a 6-year commitment. These funds can be prorated for \$6,000 for 5 years or \$4,000 for 4 years, or under the guidance identified in the spend plan.

3-2. **ELIGIBILITY.** The state retention bonus is authorized for identified Air Force Specialty Codes (AFSC) and critical positions as determined in the spend plan (Annex B). The unit representative issuing the bonus shall verify eligibility before contracting for this incentive. Additionally, service members must meet the following requirements:

- A. Be identified by AFSC in the spend plan and agree to a minimum commitment (reenlistment for enlisted or signed statement of agreement) of four years.



- B. The current spending plan will identify it as a retention bonus AFSC.  
Or meet special incentive criteria as identified in the current spend plan.
- C. Full-time AGR and technician personnel may be eligible if identified as critical positions in the spend plan portion of this document.
- D. Title 5 employees are not eligible for this bonus unless they serve in the Utah National Guard as a drill status guardsman (DSG) and are included in the spend plan.
- E. Must be a member in good standing (i.e., meet attendance requirements, deployable, no UIF, etc.) - See paragraphs 1-7 for eligibility criteria.

3-3. **PAYMENT PROCESS.** Utah, through the State Operations finance office, will process a one-time payment directly to the service member upon signing the new commitment contract. The service member must meet all eligibility requirements before payout.

- A. Service member must be eligible for retention with the Utah Air National Guard (i.e., medically qualified, position available, etc.).
- B. The unit must submit all supporting documents to the state bonus manager.
- C. Service members must complete the process in the current fiscal year (between 1 July and 30 June).
- D. The member must submit all required documentation within 30 days of committing to the Air National Guard. This can be accomplished by signing the Air Force Form 418 or the statement of agreement (Annex A).
- E. The minimum commitment is 4 years, unless an exception to policy has been included in the submission package.
- F. Service members must be identified in the current spend plan (Annex B).

Members must remain in good standing with the Utah Air National Guard for the bonus period.

3-4. **UNUSUAL CIRCUMSTANCES.** State Operations retains decision authority regarding all eligibility requirements and termination issues not covered under applicable law and/or policy on a case-by-case basis. The Air JFHQ will assist as needed.

BOYACK.DANIEL.DAVID.1158335464  
DAVID.1158335464  
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Digitally signed by  
BOYACK.DANIEL.DAVID.1158335464 DN:  
cn=BOYACK.DANIEL.DAVID.1158335464,  
o=U.S. GOVERNMENT GPO:GSA,  
email=unknown, c=US  
Date: 2025-06-18T17:41:09-0400

DANIEL D. BOYACK  
Major General  
The Adjutant General

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Air

**ANNEXES**

**Annex A: Utah Air National Guard Statement of Agreement**

**Annex B: Utah Air National Guard Spend Plan Example**

**Annex C: W-9 Request for Taxpayer Identification Number**

### ANNEX A Statement of Agreement

I am eligible for a recruitment or retention bonus under the state bonus program if I meet the following criteria:

- a. \_\_\_\_\_(initial) I meet Utah Air National Guard recruitment or retention eligibility criteria (Annex B)
- b. \_\_\_\_\_(initial) I am a satisfactory participant as defined in paragraphs 1-7 of this document on the date of my recruitment or retention date.
- c. \_\_\_\_\_(initial) If full-time, I am on the approved current listing of title 32 technicians, or AGRs who are eligible for this bonus.
- d. \_\_\_\_\_(initial) My current expiration term of service is between 1 July 2024 and 30 June 2025 (not applicable for officers). Officers must sign a commitment in the current state fiscal year.
- e. \_\_\_\_\_(initial) I agree to a commitment to satisfactorily serve in the Utah Air National Guard for a period of \_\_\_\_\_years. My commitment ends on \_\_\_\_\_.
- f. \_\_\_\_\_(initial) I will receive a bonus of \_\_\_\_\_if I submit completed paperwork within 30 days of the signature on this document.

State Operations retains decision authority regarding all eligibility and termination issues not covered under applicable law and/or policy on a case-by-case basis. The Utah Air National Guard HQ will assist as needed.

#### MEMBER ACKNOWLEDGEMENT AND AGREEMENT

I agree to all the above conditions.

\_\_\_\_\_  
Name (Last, First, MI)

\_\_\_\_\_  
Rank/Grade

\_\_\_\_\_  
Unit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

---

Address (Street, City, State, Zip)

---

Phone (Home, Work, Cell)

---

E-mail address

---

**COMMANDER APPROVAL \*\*\*REQUIRED\*\*\***

I certify the member is in good standing (satisfactory participant) in the UTNG.

---

Commander/Authorized Designee Name  
Signature

---

Commander/Authorized

**ANNEX B**  
Air National Guard Spend Plan example

1 July 2024 - 30 June 2025  
Quarter 1 CAO 1 July 24

AFSC	Title	Total #	Type	Term	Amount	Estimate	Notes	Starting Balance
								\$550,000
1D7X1W	Expeditionary Communication (Cable & Antenna)	19	Enlistment	6 Yrs.	\$10,000	\$190,000	Enlistment Bonus – Cable & Antenna	\$360,000
1DX1W	Expeditionary Communication (Cable & Antenna)	14	Reenlistment	6 yrs.	\$10,000	\$140,000	Reenlistment Bonus – Cable & Antenna	\$220,000
1D7X1Q	Enterprise Operations	5	Reenlistment	6 yrs.	\$10,000	\$50,000	Reenlistment Bonus	\$170,000
4XXXX	Enlisted Medical AFSC's	10	Reenlistment	6 yrs.	10,000	\$100,000	Reenlistment Bonus	\$70,000
1C3X1	Command and Control Operations	2	Enlistment	6 yrs.	\$10,000	\$20,000	Enlistment Bonus / Technician Hires	\$50,000
2W0X1	Munitions	3	Enlistment	6 yrs.	\$10,000	\$30,000	2X AGR + 1XD5G	\$20,000
3E671	Operations Management	1	Retention	3 yrs.	\$10,000	\$10,000	1 X Technician – Maintain	\$10,000
32E3G	Civil Engineer officer	1	Retention	3 yrs.	\$10,000	\$10,000	1 X Technician – Maintain	\$10,000

**Annex C****W-9 Request for Taxpayer Identification Number and Certification**Link to the form: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Service members must fill in the highlighted fields:

<b>Form W-9</b> (Rev. March 2024) Department of the Treasury Internal Revenue Service		<b>Request for Taxpayer Identification Number and Certification</b> Go to <a href="https://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.		<b>Give form to the requester. Do not send to the IRS.</b>	
<b>Before you begin.</b> For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i> , below.					
<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)					
<b>2</b> Business name/disregarded entity name, if different from above.					
<b>Print or type.</b> See <i>Specific Instructions</i> on page 3.	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)			<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)	
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>				
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.			Requester's name and address (optional)	
	<b>6</b> City, state, and ZIP code				
<b>7</b> List account number(s) here (optional)					
<b>Part I Taxpayer Identification Number (TIN)</b>					
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 <i>How to get a TIN</i> , later.					
<b>Note:</b> If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.					
<b>Part II Certification</b>					
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.					
<b>Certification instructions.</b> 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.					
<b>Sign Here</b>		<b>Signature of U.S. person</b>		<b>Date</b>	
<b>General Instructions</b>					
Section references are to the Internal Revenue Code unless otherwise noted.					
<b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="https://www.irs.gov/FormW9">www.irs.gov/FormW9</a> .					
<b>What's New</b>					
Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.					
New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).					
<b>Purpose of Form</b>					
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they					