

## *Let's Raise Some Dough Together!*

### **FUNDRAISERS**

Fundraisers are scheduled Monday, Tuesday or Wednesday nights from 4:00-9:00 pm. Check with your local Urbane Cafe for availability and get a 20% of net proceeds of all dine-in and carry-out sales.

#### Start

- Select a date 3-4 weeks in advance
- Fill out the Fundraising Form and W-9
- Take completed Forms to the cafe – Schedule date and obtain Managers signature
- Send completed forms to [Christi@urbanecafe.com](mailto:Christi@urbanecafe.com)
- We will send you a flyer to distribute (sorry we must make the flyer)
- Invite Friends and Family, Co-workers, etc.
- Review the Urbane Cafe Checklist

#### How to have a successful event

- Distribute your Urbane Cafe fundraiser flyers at least 7-10 days prior to the fundraiser date. Deliver to anyone who might attend. Provide extras for people to give to friends and family.
- Post flyers in all appropriate areas within your organization
- Include information about the fundraiser in your newsletter
- Consider incentives, your organization could give to the person who sends the most people to your Urbane Cafe Family Fun Night.
- Make sure you have a representative present during the entire event, as well as to greet and acknowledge your participants.
- Please remember – no distribution of flyers within 100 feet of the Cafe.

**ASK ABOUT OUR FIELD TRIPS THROUGH THE CAFE  
EDUCATIONAL & FUN**



# Urbane Cafe

HAND - CRAFTED • FIRE - BAKED

## Fundraising

***Please print all information clearly***

Urbane Café Location \_\_\_\_\_

Organization Name \_\_\_\_\_ Email (print clearly) \_\_\_\_\_

We have agreed to hold our Urbane Cafe fundraiser night on (day & date) \_\_\_\_\_

During the hours of 4:00 pm – 9:00 pm (sorry we are unable to do entire day)

\_\_\_\_\_. Agree to promote the event and understand that Urbane Café will supply a master flyer. Our organization is responsible for printing and distributing a minimum of 200 flyers at our expense. Flyers must not be distributed in and around the restaurant premises. The Restaurant agrees to donate 20% of net sales during our specific event hours for every flyer brought in. No coupons, discounts or other offers valid during fundraising event!

\_\_\_\_\_  
Signature: Organization Representative

\_\_\_\_\_  
Signature: Restaurant General Manager

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**PLEASE SEND COMPLETED FORM AND W9 TO CHRISTI@URBANECAFE.COM  
CHECK WILL NOT BE ISSUED WITHOUT COMPLETED W9 FORM**

***Please Issue Check to:***

Name Organization \_\_\_\_\_ Tax ID# \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

***Mailing Address if Different:***

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

\_\_\_\_\_  
Signature: Restaurant General Manager

\_\_\_\_\_  
Date

**FOR INTERNAL USE ONLY:**

Total Amount Raised \_\_\_\_\_ 20% Net Sales \_\_\_\_\_

Amount of Check \_\_\_\_\_ Date Issued \_\_\_\_\_ Check # \_\_\_\_\_

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <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"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
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. The TIN provided must match the name given on the "Name" line to avoid backup withholding. 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 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 chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>
<div></div> <div></div> <div></div> <div></div> <div>-</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
<b>Employer identification number</b>
<div></div> <div></div> <div></div> <div></div> <div>-</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

**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.

**Sign Here**

Signature of U.S. person ▶

Date ▶

**General Instructions**

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

**Future developments.** The IRS has created a page on [www.irs.gov/w9](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, 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 provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

**Note.** If you are a U.S. person and 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.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Cat. No. 10231X

Form **W-9** (Rev. 8-2013)



**Urbane Cafe**

HAND-CRAFTED • FIRE-BAKED

# **GIFT CARD ORDER FORM**

**PLEASE CALL US TO ARRANGE**

**805-648-2500 [christi@urbanecafe.com](mailto:christi@urbanecafe.com)**

**CONTACT NAME** \_\_\_\_\_

**NON-PROFIT ORGANIZATION** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_

**STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_ **TAX ID #** \_\_\_\_\_

☐ **MAIL TO ABOVE ADDRESS** **OR**

☐ **PICK UP AT FOLLOWING URBANE LOCATION:** \_\_\_\_\_

**EACH PACK OF 20 IS LOADED WITH \$25, BUT YOU PAY \$20 PER GIFT CARD. SO EACH PACK OF 20 GIFT CARDS IS \$400.**

**HOW MANY PACKS OF 20?** \_\_\_\_\_

**\$400 x** \_\_\_\_\_ **(AMOUNT OF PACKS OF 20)**

**TOTAL:** \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO URBANE CAFE AND MAIL YOUR CHECK AND ORDER FORM TO THE ADDRESS BELOW. PLEASE ALLOW 2-4 DAYS OF PROCESSING BEFORE YOUR GIFT CARDS ARE SHIPPED OR READY FOR PICK UP.**

**URBANE CAFE  
ATTN: CHRISTI CHRISTIAN  
78 N. ASH ST.  
VENTURA, CA 93001**