



# Township of Woodbridge

John E. McCormac, Mayor

## Department of Planning and Development

Marta Lefsky, Director

One Main Street • Woodbridge, New Jersey 07095

Tel: (732) 602-6004 • Fax: (732) 602-6038



Woodbridge - Ten Towns, One Community

## COMMERCIAL

Dear Applicant:

Below is a list of steps necessary to appeal of zoning officer's decision:

- 1) Make an appointment with Acting Zoning Official, Anthony Tortorello extension 2815;
- 2) Upon receipt of a "Denial of Zoning Permit" from the Zoning Official, please submit the following to Nadine Johnson, Administrative Secretary, Department of Planning and Development, extension 6431:
  - A copy of the denial;
  - A letter indicating that you wish "To Appeal the Decision of the Zoning Officer"- Please include your telephone # on the letter;
  - A copy of the Property Survey;
  - A copy of the floor plan by an architect or hand drawn by the applicant;
  - Two checks each made out to the Township of Woodbridge:
    - One check for \$110.00 (**\$100 fee; \$10.00 property owners list**)
    - One check for \$250.00 (**escrow**)
- 3) W-9 Form request, filled out by applicant (original only)
- 4) After you submit these documents, a letter will be mailed to you letting you know that your application is complete and has been sent to the Board;
- 5) You will then be sent a letter with your scheduled hearing date from the Board of Adjustment.

AccuTrack Account holder: please fill in this top section before giving to your client for completion.

AccuTrack Account Number: \_\_\_\_\_ Master Account Name: \_\_\_\_\_

Client Account Number: \_\_\_\_\_

Form **W-9**  
(Rev. April 1990)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

**Give this form  
to the requester. Do  
NOT send to IRS.**

Please print or type	Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. See instructions under "Name" if your name has changed.)	
	Address (number and street)	List account number(s) here (optional)
	City, state, and ZIP code	

<p><b>Part I Taxpayer Identification Number (TIN)</b></p> <p>Enter your taxpayer identification number in the appropriate box. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. If you do not have a number, see <i>How To Obtain a TIN</i>, below.</p> <p><b>Note:</b> If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border: 1px solid black; padding: 2px;">Social security number</td> </tr> <tr> <td style="text-align: center; border: 1px solid black; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> </tr> </table> </td> </tr> <tr> <td style="text-align: center; padding: 5px;"><b>OR</b></td> </tr> <tr> <td style="text-align: center; border: 1px solid black; padding: 2px;">Employer identification number</td> </tr> <tr> <td style="text-align: center; border: 1px solid black; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> </tr> </table> </td> </tr> </table>	Social security number	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> </tr> </table>											<b>OR</b>	Employer identification number	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> <td style="width: 10%; border: 1px solid black; height: 15px;"></td> </tr> </table>										
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<p><b>Part II For Payees Exempt From Backup Withholding (See Instructions)</b></p>	<p>Requester's name and address (optional)</p>
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**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.

**Certification Instructions.**—You must cross out item (2) above if you have been notified by IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. For real estate transactions, item (2) does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, 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. (Also see *Signing the Certification under Specific Instructions*, on page 2.)

Please Sign Here	Signature ►	Date ►
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**Instructions**

(Section references are to the Internal Revenue Code.)

**Purpose of Form.**—A person who is required to file an information return with IRS must obtain your correct taxpayer identification number (TIN) to report income paid to you, real estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an individual retirement arrangement (IRA). Use Form W-9 to furnish your correct TIN to the requester (the person asking you to furnish your TIN), and, when applicable, (1) to certify that the TIN you are furnishing is correct (or that you are waiting for a number to be issued), (2) to certify that you are not subject to backup withholding, and (3) to claim exemption from backup withholding if you are an exempt payee. Furnishing your correct TIN and making the appropriate certifications will prevent certain payments from being subject to the 20% backup withholding.

**Note:** If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form.

**How To Obtain a TIN.**—If you do not have a TIN, apply for one immediately. To apply, get Form SS-5, Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration, or Form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue Service office.

To complete Form W-9 if you do not have a TIN, write "Applied For" in the space for the TIN in Part I, sign and date the form, and give it to the requester. Generally, you will then have 60 days to obtain a TIN and furnish it to the requester. If the requester does not receive your TIN within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN to the

requester. For reportable interest or dividend payments, the payer must exercise one of the following options concerning backup withholding during this 60-day period. Under option (1), a payer must backup withhold on any withdrawals you make from your account after 7 business days after the requester receives this form back from you. Under option (2), the payer must backup withhold on any reportable interest or dividend payments made to your account, regardless of whether you make any withdrawals. The backup withholding under option (2) must begin no later than 7 business days after the requester receives this form back. Under option (2), the payer is required to refund the amounts withheld if your certified TIN is received within the 60-day period and you were not subject to backup withholding during that period.

**Note:** Writing "Applied For" on the form means that you have already applied for a TIN OR that you intend to apply for one in the near future.

As soon as you receive your TIN, complete another Form W-9, include your TIN, sign and date the form, and give it to the requester.

**What Is Backup Withholding?**—Persons making certain payments to you are required to withhold and pay to IRS 20% of such payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee compensation, and certain payments from fishing boat operators, but do not include real estate transactions.

If you give the requester your correct TIN, make the appropriate certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

(1) You do not furnish your TIN to the requester, or

(2) IRS notifies the requester that you furnished an incorrect TIN, or

(3) You are notified by IRS that you are subject to backup withholding because you failed to report all your interest and dividends on your tax return (for reportable interest and dividends only), or

(4) You fail to certify to the requester that you are not subject to backup withholding under (3) above (for reportable interest and dividend accounts opened after 1983 only), or

(5) You fail to certify your TIN. This applies only to reportable interest, dividend, broker, or barter exchange accounts opened after 1983, or broker accounts considered inactive in 1983.

Except as explained in (5) above, other reportable payments are subject to backup withholding only if (1) or (2) above applies.

Certain payees and payments are exempt from backup withholding and information reporting. See *Payees and Payments Exempt From Backup Withholding*, below, and *Exempt Payees and Payments under Specific Instructions*, on page 2, if you are an exempt payee.

**Payees and Payments Exempt From Backup Withholding.**—The following is a list of payees exempt from backup withholding and for which no information reporting is required. For interest and dividends, all listed payees are exempt except item (9). For broker transactions, payees listed in (1) through (13) and a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker are exempt. Payments subject to reporting under sections 6041 and 6041A are generally exempt from backup withholding only if made to payees described in items (1) through (7), except that a corporation that provides medical and health care services or bills and collects payments for such services is