



# VILLAGE OF RUIDOSO LODGERS TAX REQUEST FOR PAYMENT REPORT

NAME OF ORGANIZATION SPONSORING EVENT: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

CONTACT PERSON(S) (Name, Phone, Mailing Address): \_\_\_\_\_

**\*\*THE FOLLOWING MUST BE TURNED IN WITH THIS FORM FOR REIMBURSEMENT:\*\***

- **AN ITEMIZED LIST OF REIMBURSABLE ITEMS, COPIES OF RECEIPTS, AND BUDGET FOR THE EVENT.**
- **ATTACHED W-9 FORM (REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION).**

REPORT ON THE OUTCOME OF THE EVENT: \_\_\_\_\_

DESCRIBE ADVERTISING (Please attach copies of news coverage and all promotional material) \_\_\_\_\_

WHAT WAS ESTIMATED VISITOR ATTENDANCE?: \_\_\_\_\_

DO YOU PLAN TO REQUEST LTC FUNDS NEXT YEAR?: \_\_\_\_\_

ADDITIONAL REMARKS TO THE LTC: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## VILLAGE OF RUIDOSO

Dear Vendor,

We must have a current W-9 on file. In accordance with the Tax and Fiscal Responsibility Act of 1992, your assistance in completing the attached W-9 form is appreciated.

The act substantially increases the penalty for failure to supply taxpayer identification numbers and the proper name filed when filing tax information returns. **Please be advised that failure to provide this information in advance will delay payment for goods and / or services.**

Please return the completed W-9 form within thirty days of this request to the following address or fax to 505-258-3017:

**VILLAGE OF RUIDOSO  
ATTN: Mary Castaneda  
313 Cree Meadows Drive  
Ruidoso, NM 88345**

Your cooperation in completing this form and returning it to me is greatly appreciated.

Sincerely,

Mary Castaneda  
Finance Specialist