

Circular LCPIC 2006-05

Producer Notification

March 31, 2006

How to Register to Write Through LA Citizens

Request LA Citizens Producer Number –

- Submit request to register on Agency letterhead
- Include Agency /Agent name, address, telephone number, FAX number, e-mail address
- Include properly completed IRS form W-9 (See Attached)
- Include copy of a valid Louisiana Property and Casualty license
- Fax all three documents to (504) 831-6676: Attn: New Agent Registration
- Commissions paid will be reported to the IRS using the SSN/FEIN on the form W-9

Assignment of LA Citizens Producer Number –

- After receipt of properly completed request, LA Citizens will fax the producer number to the Agency/Agent
- Format of number will be 800XXXX
- This producer number should be included on all correspondence with LA Citizens

Registration for Access to Quote/LPMS System –

- Go to website at www.lacitizens.com
- Select **CLICK HERE TO REGISTER FOR QUOTE/LPMS SYSTEM** at top of main menu
- Complete the information requested on the form
- Select “Submit” at the end of the form
- A User Login and ID will be e-mailed to the e-mail address provided on the form within 2 business days

To Use the Quote/LPMS System -

- Select “Quote/LPMS” from the sub menu box
- Complete user login and ID information
- Read and accept the disclosure terms
- Proceed with the quote or inquiry desired

Training Information –

- Select “Training” in the submenu box
- Producer training manual is available
- Producer video training is available

Request for Taxpayer Identification Number and Certification

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and
	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 Line 1 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.

Social sec

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

Employer i
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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).
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.
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are current on your tax return. For real estate transactions, contributions to an arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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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, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. 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:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or other entity created or organized in the United States, or
- Any estate (other than a foreign estate) that is subject to U.S. tax under Regulations sections 301.7701-6(a) and 301.7701-7.

Special rules for partnerships. Partnerships that are treated as individuals for tax purposes in the United States must file Form W-9.