



Dear Hotel Manager, Concierge or Business Owner;

The Bay Area Concierge Association's purpose is to promote awareness of the local business community and attractions by organizing and implementing events, educational programs and other activities that help those working in the hospitality industry inform visitors coming to Tampa Bay.

Our professional and dedicated Concierges and Front Office Staff members know the area well, have a great working relationship with many of Tampa Bay's businesses and organizations by participating in regular monthly meetings and events at a variety of locations.

Founded in 1994, our group has grown immensely with members representing hotels, resorts, museums, restaurants, transportation companies and all major area venues.

We encourage you to look over the information provided and consider joining our association. Feel free to contact us with any questions or further ideas you may want to explore to keep our hospitality family growing.

Sincerely

Board of Directors

Bay Area Concierge Association, Inc.



# B.A.C.A.

**BAY AREA CONCIERGE ASSOCIATION**

**P.O. Box 14403**

**St. Petersburg, FL 33733**

[www.BayAreaConcierge.com](http://www.BayAreaConcierge.com)

## **HOTEL APPLICATION**

### **HOTEL INFORMATION**

*(Please type or print legibly, filling out all information, including zip code. Use a separate application form for each location.)*

Hotel Name \_\_\_\_\_

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

Primary Contact \_\_\_\_\_ Email \_\_\_\_\_

Title \_\_\_\_\_ Referred by: \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ - \_\_\_\_\_

Billing Contact \_\_\_\_\_ Email \_\_\_\_\_ - \_\_\_\_\_

Website \_\_\_\_\_

**Corporate Hotel Membership** – This membership is renewable 12 months from date of joining. **\$225.00 / year / per location ...**

**Criteria to Join:** Valid only for Hotels, Resorts, Inns, or Bed & Breakfasts servicing the Leisure or Business Travel Industry.

Must have a concierge, guest services, or front-desk agent on staff who would be a point of contact for a guest seeking information or referrals to local restaurants or attractions in the area. This would also include transportation, museums, and special celebrations to be setup upon arrival during their stay.

**Ownership:** For Corporate Hotel Members, the membership belongs to the hotel, business or organization and can include different representatives of the hotel, business or organization.

### **Here is what's included:**

- Contact details on B.A.C.A. Website Membership Page w/Link to members website
- Hotel Logo displayed on B.A.C.A. Website Hotel Page w/Link to hotel website
- Participation on monthly membership events and meetings
- Special Announcement in Social Media Post
- Introduction at Monthly Membership Meeting or Networking Events

Membership is subject to approval by the Membership Committee and must be renewed annually, no later than the annual anniversary date based on date originally joined. For existing Members who wish to renew, applications and payment of dues are expected to be received no later than 30 days past their annual anniversary date. I agree to notify the Membership Committee within one month of any changes in status.

I have enclosed my check/money order payable to Bay Area Concierge Association for the appropriate amount

\_\_\_\_\_  
Signature of Manager or Owner

\_\_\_\_\_  
Date

### **For Office Use Only**

Deposit Date: \_\_\_\_\_ Chk No: \_\_\_\_\_ Amt: \_\_\_\_\_ Website \_\_\_\_\_ Social Media \_\_\_\_\_ Quickbooks \_\_\_\_\_

# Benefits Of BACA MEMBERSHIP

- Be part of Tampa Bay's professional organization for the concierge specialist
- Monthly networking and educational opportunities with other industry professionals
- Ongoing professional development support to stay informed of industry changes
- Active involvement in charitable causes that make a difference in the community
- Become the hotel's asset with privileged information to better serve its guests
- Experience exclusive events, tours and opportunities sponsored by local businesses and chambers



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PO BOX 14403  
St. Petersburg, FL 33733

# BAY AREA CONCIERGE ASSOCIATION, INC.

Serving Tampa Bay and the  
Suncoast since 1996



[BayAreaConcierge.com](http://BayAreaConcierge.com)

# OUR MISSION

To promote the education of our membership on the area's multitude of attractions, natural environments, civic volunteerism and professional career advancement in Les Clefs d'Or USA, and to bring to the forefront the importance of Hotel and Condominium Concierges and Tourism Specialists to the Hospitality Industry.

**It is our purpose to support the growing tourist industry in the Tampa Bay area, and promote education and exceptional service for hotel guests and the hospitality industry.**

## REASONS TO JOIN

Nobody knows the Tampa Bay area more than the professional, dedicated Concierges of the Bay Area Concierge Association. We are a nonprofit organization committed to providing not only the best possible service to our guests, but the best possible service to our community.

Founded in 1996 our group has grown immensely with members representing all major area hotels and resorts in Clearwater, St. Petersburg and the Tampa area.

- Professional organization for the concierge specialists
- Monthly networking events to learn about area restaurants, museums, attractions and things to do
- Ongoing professional development support
- Become the hotel's asset with privileged information
- Exclusive opportunities sponsored by local businesses



## INTERESTED?...

If you are interested in knowing more about BACA, our monthly events or if you want to join our association, contact one of our representatives:

**Hillsborough and Pinellas County**  
membership@bayareaconciierge.com  
**or visit our website to join**  
www.BayAreaConciierge.com



# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**Bay Area Concierge Association, Inc.**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_

**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

Other (see instructions) ▶

**Not For Profit Corporation**

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.)

**P.O. Box 14403**

**6** City, state, and ZIP code

**St. Petersburg, FL 33733**

Requester's name and address (optional)

**7** 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 generally 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Social security number**

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or

**Employer identification number**

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| 5 | 9 | - | 3 | 2 | 4 | 5 | 1 | 3 | 4 |
|---|---|---|---|---|---|---|---|---|---|

## Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶

*Hans Hess*

Date ▶ 1/1/2021

## General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.