E 1040 Department of the Treasury—Internal Revenue Service U.S. Individual Income Tax Return

2022	)
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OMB No. 1545-0074

IRS Use Only-Do not write or staple in this space.

Filing Status Check only	s 🗌 S	Single X Married filing jointly	Marrie	ed filing separately (M	IFS)	☐ Head of	household	HOH) b	H) [		fying survi se (QSS)	iving
one box.	-	u checked the MFS box, enter the na on is a child but not your dependent	-	our spouse. If you ch	eck	ed the HOH or	QSS box	k, ente	r the o	hild's	name if the	e qualifying
Your first name	and mi	ddle initial	Last nar	me					Y	our soc	ial security	/ number
MAULIK :	P		PAND	YA					4	75-5	7-9722	)
		first name and middle initial	Last nar						_			urity number
POOJA I	M		PAND	YA					A	PPLI	ED FOR	<b>\</b>
	(numbe	er and street). If you have a P.O. box, see					Apt.	no.				n Campaign
9995, M	ARSHA	ALL CORNER ROAD						4			ere if you,	
City, town, or p	ost offic	ce. If you have a foreign address, also co	mplete sp	paces below.	Sta	ite	ZIP code					lly, want \$3 Checking a
WHITE P	LAINS	5			MI		20695				w will not	
Foreign countr	y name		F	oreign province/state/c	oun	ty	Foreign p	ostal co			or refund.	. 3
											You	Spouse
Digital	At ar	ny time during 2022, did you: (a) rece	eive (as	a reward, award, or p	oayr	ment for prope	rty or ser	vices)	; or (b)	sell,		
Assets	exch	ange, gift, or otherwise dispose of a	digital	asset (or a financial ir	nter	est in a digital	asset)? (S	See in:	structi	ons.)	Yes	⊠ No
Standard	Som	eone can claim:  You as a de	pendent	Your spouse	as	a dependent		47				
Deduction		Spouse itemizes on a separate retur	n or you	were a dual-status a	alien							
Age/Blindnes	s You:	☐ Were born before January 2, 1	958	Are blind Spo	use	: Was bor	n before	Janua	ıry 2, 1	958	☐ Is bli	nd
Dependent	s (see	instructions):		(2) Social security		(3) Relationsh	ip (4) CI	heck th	e box i	f qualifi	es for (see i	nstructions):
If more		rst name Last name		number	4	to you		Child ta	ax cred	it (	Credit for oth	er dependents
than four	SHI	VANYA PANDYA		695-60-5357	7	Daughter		2	X			
dependents, see instruction												
and check	S											
here	]											
Income	1a	Total amount from Form(s) W-2, be	ox 1 (see	e instructions)						1a	3	6,106.
meome	b	Household employee wages not re	eported	on Form(s) W-2						1b		
Attach Form(s)	C	Tip income not reported on line 1a	(see ins	structions)	₹.					1c		
W-2 here. Also attach Forms	d	Medicaid waiver payments not rep	orted or	n Form(s) W-2 (see in	stru	uctions)				1d		
W-2G and	е	Taxable dependent care benefits f	rom For	m 2441, line 26 .				•		1e		
1099-R if tax was withheld.	f	Employer-provided adoption bene	fits from	Form 8839, line 29		V . 14. 2				1f		
If you did not	g	Wages from Form 8919, line 6 .						•		1g		
get a Form	h	Other earned income (see instruction	ons) .				,			1h		0.
W-2, see instructions.	i	Nontaxable combat pay election (s	see instr	uctions)		<u>1</u> i						
	Z	Add lines 1a through 1h								1z	3	6,106.
Attach Sch. B	2a	Tax-exempt interest	2a		b T	axable interest	t.,	÷		2b		
if required.	3a		3a			ordinary divide				3b		
	4a	IRA distributions	4a		b T	axable amoun	t			4b		
Standard	5a	Pensions and annuities	5a			axable amoun				5b		
Deduction for— Single or	6a		6a			axable amoun				6b		
Married filing	С	If you elect to use the lump-sum e							. Ц			
separately, \$12,950	7	Capital gain or (loss). Attach Scheo	dule D if	required. If not requi	ired	, check here		•	. Ш	7		
Married filing jointly or	8	Other income from Schedule 1, lin								8		
Qualifying	9	Add lines 1z, 2b, 3b, 4b, 5b, 6b, 7,			ome	e		ě		9	3	6,106.
surviving spouse, \$25,900	10	Adjustments to income from Schel								10		
Head of	11	Subtract line 10 from line 9. This is	your ac	djusted gross incom	ne			•		11		6,106.
household, \$19,400	12	Standard deduction or itemized			,					12	2	5,900.
If you checked any box under	13	Qualified business income deducti								13		
Standard	14	Add lines 12 and 13								14		5,900.
Deduction, see instructions.	15	Subtract line 14 from line 11. If zer	o or less	s, enter -0 This is yo	our '	taxable incom	ie			15	1	0,206.

Form 1040 (2022	2)								Page
Tax and	16	Tax (see instructions). Check if any	from Form	n(s): <b>1</b> 881	4 <b>2</b> 🗌 4972	3 🗌		16	1,023.
Credits	17							17	
	18	Add lines 16 and 17						18	1,023.
	19	Child tax credit or credit for other	dependen	its from Sched	ule 8812			19	1,023.
	20	Amount from Schedule 3, line 8						20	
	21	Add lines 19 and 20						21	1,023.
	22	Subtract line 21 from line 18. If ze	ro or less,	enter -0				22	0.
	23	Other taxes, including self-employ	yment tax,	from Schedule	e 2, line 21			23	0.
	24	Add lines 22 and 23. This is your	total tax					24	0.
Payments	25	Federal income tax withheld from							
-	а	Form(s) W-2	* * *			<b>25a</b> 4	,294.		
	b	Form(s) 1099				25b			
	С	Other forms (see instructions) .				25c			
	d	Add lines 25a through 25c						25d	4,294.
If you have a	26	2022 estimated tax payments and	d amount a	applied from 20	21 return			26	
qualifying child,	27	Earned income credit (EIC)				27			
attach Sch. EIC.	28	Additional child tax credit from Sch	edule 8812	2		28	977.		
	29	American opportunity credit from	Form 8863	3, line 8		29			
	30	Reserved for future use				30			
	31	Amount from Schedule 3, line 15				31			
	32	Add lines 27, 28, 29, and 31. The	se are your	r total other pa	ayments and refu	ndable credits		32	977.
	33	Add lines 25d, 26, and 32. These	are your <b>to</b>	otal payments				33	5,271.
Refund	34	If line 33 is more than line 24, sub	tract line 2	24 from line 33.	This is the amoun	t you <b>overpaid</b>		34	5,271.
riorana	35a	Amount of line 34 you want refun	ded to yo	<b>u</b> . If Form 8888	is attached, chec	k here		35a	5,271.
Direct deposit?	b	Routing number X X X X	X X X	XX	c Type:	Checking	Savings		
See instructions.	d	Account number X X X X	X X X	XXXX	X X X X	XX			
	36	Amount of line 34 you want applied	ed to your	2023 estimate	ed tax	36			
Amount You Owe	37	Subtract line 33 from line 24. This For details on how to pay, go to v						37	
	38	Estimated tax penalty (see instruc	ctions) .			38			
Third Party	Do	you want to allow another pers				See			
Designee	ins	tructions	/.			. Yes. Co	omplete k	elow.	X No
		signee's		Phone			onal identif	fication	<del></del>
	na			no.			per (PIN)		
Sign		der penalties of perjury, I declare that I hief, they are true, correct, and complete.							
Here		ur signature	200(4141101)	Date	Your occupation		1		nt you an Identity
	10	ur signature		Date	Tour occupation				IN, enter it here
Joint return?					SR REACT JS	S DEVEELOPE	R (see	inst.)	
See instructions.	Sp	ouse's signature. If a joint return, <b>both</b> n	nust sign.	Date	Spouse's occupation	on			nt your spouse an
Keep a copy for your records.					HOME MAKED			ity Prote inst.)	ection PIN, enter it he
you. rootruo.		45541500.0005			HOME MAKER	11.000	, , , , , , , , , , , , , , , , , , , ,	11131.)	
		one no. (571) 502 – 8325	avavla sisse	Email address	MAULIK. PANDYA				Chaok if
Paid			arer's signa		CUDES ESTA	Date	PTIN	2702	Check if:
Preparer		PRIYA RAM SAGAR GUPTA TALLAM SYA	With the second second	KAM SAGAR	GUPTA TALLAM	01/23/2023	P02082		Self-employed
Use Only		m's name GLOBAL TAXES			T 00015				(678) 965-9522
	Fir	m's address 245 ROONEY Co	r e bri	INSWICK N	7 08816		Firm	s EIN	88-2145487

### **SCHEDULE 8812** (Form 1040)

## **Credits for Qualifying Children** and Other Dependents

Attach to Form 1040, 1040-SR, or 1040-NR.

OMB No. 1545-0074

Department of the Treasury Internal Revenue Service Name(s) shown on return

Go to www.irs.gov/Schedule8812 for instructions and the latest information.

Attachment Sequence No. **47** 

Your social security number

1AUL:		<u> 175–57–</u>	-9722
Par	t I Child Tax Credit and Credit for Other Dependents		
1	Enter the amount from line 11 of your Form 1040, 1040-SR, or 1040-NR	. 1	36,106.
2a	Enter income from Puerto Rico that you excluded		
b	Enter the amounts from lines 45 and 50 of your Form 2555	0.	
c	Enter the amount from line 15 of your Form 4563		
d	Add lines 2a through 2c	. 2d	0.
3	Add lines 1 and 2d	. 3	36,106.
4	Number of qualifying children under age 17 with the required social security number  4	1	
5	Multiply line 4 by \$2,000	. 5	2,000.
6	Number of other dependents, including any qualifying children who are not under age		
	17 or who do not have the required social security number	0	
	Caution: Do not include yourself, your spouse, or anyone who is not a U.S. citizen, U.S. national, or U.S. reside	nt	
	alien. Also, do not include anyone you included on line 4.		
7	Multiply line 6 by \$500	. 7	
8	Add lines 5 and 7	. 8	2,000.
9	Enter the amount shown below for your filing status.		
	• Married filing jointly—\$400,000		
	• All other filing statuses—\$200,000 \( \)	. 9	400,000.
10	Subtract line 9 from line 3.		
	• If zero or less, enter -0		
	• If more than zero and not a multiple of \$1,000, enter the next multiple of \$1,000. For		
	example, if the result is \$425, enter \$1,000; if the result is \$1,025, enter \$2,000, etc.	. 10	0.
11	Multiply line 10 by 5% (0.05)		0.
12	Is the amount on line 8 more than the amount on line 11?	. 12	2,000.
	No. STOP. You cannot take the child tax credit, credit for other dependents, or additional child tax credit	lit.	
	Skip Parts II-A and II-B. Enter -0- on lines 14 and 27.		
	Yes. Subtract line 11 from line 8. Enter the result.		
13	Enter the amount from the Credit Limit Worksheet A		1,023.
14	Enter the smaller of line 12 or 13. <b>This is your child tax credit and credit for other dependents</b>	. 14	1,023.
	Enter this amount on Form 1040, 1040-SR, or 1040-NR, line 19.		
	If the amount on line 12 is more than the amount on line 14, you may be able to take the additional		
	on Form 1040, 1040-SR, or 1040-NR, line 28. Complete your Form 1040, 1040-SR, or 1040-NR	through	line 27
	(also complete Schedule 3, line 11) before completing Part II-A.		
or Pa	perwork Reduction Act Notice, see your tax return instructions.  BAA REV 01/14/23 PRO	Schedule 8	8812 (Form 1040) 2022

Schedule 8812 (Form 1040) 2022

Part	II-A Additional Child Tax Credit for All Filers		
Cautio	on: If you file Form 2555, you cannot claim the additional child tax credit.		
15	Check this box if you do not want to claim the additional child tax credit. Skip Parts II-A and II-B. Enter -0- on line	27 .	
16a	Subtract line 14 from line 12. If zero, stop here; you cannot take the additional child tax credit. Skip Parts II-A		
	and II-B. Enter -0- on line 27	16a	977.
b	Number of qualifying children under 17 with the required social security number: $\underline{}$ x \$1,500.		
	Enter the result. If zero, stop here; you cannot claim the additional child tax credit. Skip Parts II-A and II-B.		
	Enter -0- on line 27	16b	1,500.
	<b>TIP:</b> The number of children you use for this line is the same as the number of children you used for line 4.		
17	Enter the <b>smaller</b> of line 16a or line 16b	17	977.
18a	Earned income (see instructions)		
b	Nontaxable combat pay (see instructions)		
19	Is the amount on line 18a more than \$2,500?		
	No. Leave line 19 blank and enter -0- on line 20.		
	Yes. Subtract \$2,500 from the amount on line 18a. Enter the result 19 33,606.		
20	Multiply the amount on line 19 by 15% (0.15) and enter the result	20	5,041.
	Next. On line 16b, is the amount \$4,500 or more?		
	No. If you are a bona fide resident of Puerto Rico, go to line 21. Otherwise, skip Part II-B and enter the		
	smaller of line 17 or line 20 on line 27.		
	Yes. If line 20 is equal to or more than line 17, skip Part II-B and enter the amount from line 17 on line 27.		
	Otherwise, go to line 21.		
	II-B Certain Filers Who Have Three or More Qualifying Children and Bona Fide Resident	s of F	Puerto Rico
21	Withheld social security, Medicare, and Additional Medicare taxes from Form(s) W-2,		
	boxes 4 and 6. If married filing jointly, include your spouse's amounts with yours. If		
	your employer withheld or you paid Additional Medicare Tax or tier 1 RRTA taxes, see instructions.		
		-	
22	Enter the total of the amounts from Schedule 1 (Form 1040), line 15; Schedule 2 (Form		
22	1040), line 5; Schedule 2 (Form 1040), line 6; and Schedule 2 (Form 1040), line 13 .	-	
23		-	
24	1040 and 1040-SR filers: Enter the total of the amounts from Form 1040 or 1040-SR, line 27,		
	and Schedule 3 (Form 1040), line 11.		
	1040-NR filers: Enter the amount from Schedule 3 (Form 1040), line 11.		
25	Subtract line 24 from line 23. If zero or less, enter -0	25	
26	Enter the <b>larger</b> of line 20 or line 25	26	
20	Next, enter the smaller of line 17 or line 26 on line 27.	20	
Part	II-C Additional Child Tax Credit		
27	This is your additional child tax credit. Enter this amount on Form 1040, 1040-SR, or 1040-NR, line 28	27	977

(Rev. November 2022)

Department of the Treasury Internal Revenue Service

Taxpayer name(s) shown on return

Paid Preparer's Due Diligence Checklist

Earned Income Credit (EIC), American Opportunity Tax Credit (AOTC),
Child Tax Credit (CTC) (including the Additional Child Tax Credit (ACTC) and
Credit for Other Dependents (ODC)), and Head of Household (HOH) Filing Status

To be completed by preparer and filed with Form 1040, 1040-SR, 1040-NR, 1040-PR, or 1040-SS. Go to www.irs.gov/Form8867 for instructions and the latest information.

OMB No. 1545-0074 For tax year 20 Attachment Sequence No. 70

Taxpayer identification number

MAULIK P & POOJA M PANDYA 475-57-9722			2				
repare	reparer's name Preparer tax identification			oer			
	SYAM PRIYA RAM SAGAR GUPTA TALLAM P02082703						
Part							
	check the appropriate box for the credit(s) and/or HOH filing status claimed on the return benefit(s) claimed (check all that apply).		the rela		arts I–V HOH		
1	Did you complete the return based on information for the applicable tax year provided or reasonably obtained by you? (See instructions if relying on prior year earned income.)	by the taxpayer	Yes	No	N/A		
2	If credits are claimed on the return, did you complete the applicable EIC and/or C worksheets found in the Form 1040, 1040-SR, 1040-NR, 1040-PR, 1040-SS, or Sched 1040) instructions, and/or the AOTC worksheet found in the Form 8863 instructions worksheet(s) that provides the same information, and all related forms and schedules claimed?	ule 8812 (Form s, or your own	×				
3	Did you satisfy the knowledge requirement? To meet the knowledge requirement, you rethe following.  • Interview the taxpayer, ask questions, and contemporaneously document the taxpayer determine that the taxpayer is eligible to claim the credit(s) and/or HOH filling status.						
	• Review information to determine that the taxpayer is eligible to claim the credit(s) an status and to figure the amount(s) of any credit(s)	d/or HOH filing	X				
4	Did any information provided by the taxpayer or a third party for use in preparing information reasonably known to you, appear to be incorrect, incomplete, or inconsist answer questions 4a and 4b. If "No," go to question 5.)			×			
а	Did you make reasonable inquiries to determine the correct, complete, and consistent in	formation? .					
b	Did you contemporaneously document your inquiries? (Documentation should include you asked, whom you asked, when you asked, the information that was provided, and information had on your preparation of the return.)						
5	Did you satisfy the record retention requirement? To meet the record retention require keep a copy of your documentation referenced in question 4b, a copy of this Form 8867 applicable worksheet(s), a record of how, when, and from whom the information used t 8867 and any applicable worksheet(s) was obtained, and a copy of any document(s) processes that you relied on to determine eligibility for the credit(s) and/or HOH filing states the amount(s) of the credit(s)	7, a copy of any o prepare Form provided by the	×				
	List those documents provided by the taxpayer, if any, that you relied on:						
6	Did you ask the taxpayer whether he/she could provide documentation to substantiate credit(s) and/or HOH filing status and the amount(s) of any credit(s) claimed on the return is selected for audit?		×				
7	Did you ask the taxpayer if any of these credits were disallowed or reduced in a previous	vear?		<u> </u>			
•	(If credits were disallowed or reduced, go to question 7a; if not, go to question 8.)	, , , , , , ,					
а	Did you complete the required recertification Form 8862?						
8	If the taxpayer is reporting self-employment income, did you ask questions to prepare correct Schedule C (Form 1040)?						

Form 8	867 (Rev. 11-2022)			Page 2
Part	Due Diligence Questions for Returns Claiming EIC (If the return does not claim EIC, go	to Part	III.)	
9a	claimed, or is eligible to claim the EIC without a qualifying child? (If the taxpayer is claiming the EIC	Yes	No	N/A
	and does not have a qualifying child, go to question 10.)	×		
b	Did you ask the taxpayer if the child lived with the taxpayer for over half of the year, even if the taxpayer has supported the child the entire year?	X		
С	Did you explain to the taxpayer the rules about claiming the EIC when a child is the qualifying child of more than one person (tiebreaker rules)?	×		
Part		claim C	CTC, A	CTC,
10	Have you determined that each qualifying person for the CTC/ACTC/ODC is the taxpayer's dependent who is	Yes	No	N/A
	a citizen, national, or resident of the United States?	X		
11	Did you explain to the taxpayer that he/she may not claim the CTC/ACTC if the child has not lived with the taxpayer for over half of the year, even if the taxpayer has supported the child, unless the child's custodial parent has released a claim to exemption for the child?	×		
12	Did you explain to the taxpayer the rules about claiming the CTC/ACTC/ODC for a child of divorced or separated parents (or parents who live apart), including any requirement to attach a Form 8332 or similar			
	statement to the return?	X		
Part				
13	Did the taxpayer provide substantiation for the credit, such as a Form 1098-T and/or receipts for the questions and related expanses for the plained ACTC2		Yes	No
Part	tuition and related expenses for the claimed AOTC?	· ·	Dort	\/ \
14	Have you determined that the taxpayer was unmarried or considered unmarried on the last day of the tax		Yes	No
14	and provided more than half of the cost of keeping up a home for the year for a qualifying person?			
Part				
	You will have complied with all due diligence requirements for claiming the applicable credit(s) and on the return of the taxpayer identified above if you:	or HO	I filing	status
	<ul> <li>A. Interview the taxpayer, ask adequate questions, contemporaneously document the taxpayer's respo in your notes, review adequate information to determine if the taxpayer is eligible to claim the credit( status and to figure the amount(s) of the credit(s);</li> </ul>	nses on s) and/c	the ret or HOH	turn or filing
	<ul> <li>B. Complete this Form 8867 truthfully and accurately and complete the actions described in this checkled credit(s) claimed and HOH filing status, if claimed;</li> </ul>	ist for a	ny app	licable
	C. Submit Form 8867 in the manner required; and			
	D. Keep all five of the following records for 3 years from the latest of the dates specified in the Form 88 Document Retention.	37 instru	uctions	under
	1. A copy of this Form 8867.			
	2. The applicable worksheet(s) or your own worksheet(s) for any credit(s) claimed.			
	<ol><li>Copies of any documents provided by the taxpayer on which you relied to determine the taxpayer credit(s) and/or HOH filing status and to figure the amount(s) of the credit(s).</li></ol>	's eligib	ility for	the
	<ol><li>A record of how, when, and from whom the information used to prepare this form and the applica obtained.</li></ol>	ble worl	ksheet(	s) was
	<ol><li>A record of any additional information you relied upon, including questions you asked and the tax determine the taxpayer's eligibility for the credit(s) and/or HOH filing status and to figure the amount</li></ol>	oayer's int(s) of	respon the cre	ses, to edit(s).
	If you have not complied with all due diligence requirements, you may have to pay a penalty for each related to a claim of an applicable credit or HOH filing status (see instructions for more information	h failur ).	e to co	mply
15	Do you certify that all of the answers on this Form 8867 are, to the best of your knowledge, true, correct complete?	t, and	Yes	No



# Application for IRS Individual Taxpayer Identification Number

► For use by individuals who are not U.S. citizens or permanent residents.

► See separate instructions.

An IRS individual taxpayer identification number (ITIN) is for U.S. federal tax purposes only.

OMB No. 1545-0074

Application type (check one box):

Apply for a new ITIN Renew an existing ITIN Don't submit this form if you have, or are eligible to get, a U.S. social security number (SSN). Reason vou're submitting Form W-7. Read the instructions for the box you check. Caution: If you check box b, c, d, e, f, or g, you must file a U.S. federal tax return with Form W-7 unless you meet one of the exceptions (see instructions). a Nonresident alien required to get an ITIN to claim tax treaty benefit **b** Nonresident alien filing a U.S. federal tax return c U.S. resident alien (based on days present in the United States) filing a U.S. federal tax return d Dependent of U.S. citizen/resident alien If d, enter relationship to U.S. citizen/resident alien (see instructions) e X Spouse of U.S. citizen/resident alien If d or e, enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ▶ MAULIK PANDYA f Unonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception g Dependent/spouse of a nonresident alien holding a U.S. visa h ☐ Other (see instructions) ▶ and treaty article number Additional information for a and f: Enter treaty country 1a First name Middle name Last name Name P PANDYA MAULIK (see instructions) Middle name Last name 1b First name Name at birth if different 2 Street address, apartment number, or rural route number. If you have a P.O. box, see separate instructions. Applicant's 9995, MARSHALL CORNER ROAD Mailing City or town, state or province, and country. Include ZIP code or postal code where appropriate. **Address** WHITE PLAINS USA 20695 3 Street address, apartment number, or rural route number. Don't use a P.O. box number. Foreign (non-**U.S.) Address** City or town, state or province, and country. Include postal code where appropriate. (see instructions) 4 Date of birth (month / day / year) Country of birth City and state or province (optional) Male **Birth** 05/01/1993 INDIA Information ▼ Female 6b Foreign tax I.D. number (if any) 6a Country(ies) of citizenship 6c Type of U.S. visa (if any), number, and expiration date Other TNDTA Information 6d Identification document(s) submitted (see instructions) X Passport Driver's license/State I.D. USCIS documentation Other Date of entry into the United States Issued by: INDIA No.: P6806260 Exp. date: 12/05/2026 (MM/DD/YYYY): 6e Have you previously received an ITIN or an Internal Revenue Service Number (IRSN)? No/Don't know. Skip line 6f. Yes. Complete line 6f. If more than one, list on a sheet and attach to this form (see instructions). 6f Enter ITIN and/or IRSN ▶ **IRSN** and name under which it was issued ▶ First name Middle name Last name 6g Name of college/university or company (see instructions) City and state Length of stay ▶ Under penalties of perjury, I (applicant/delegate/acceptance agent) declare that I have examined this application, including accompanying Sign documentation and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I authorize the IRS to share information with my acceptance agent in order to perfect this Form W-7, Application for IRS Individual Taxpayer Identification Number. Here Signature of applicant (if delegate, see instructions) Date (month / day / year) Phone number Keep a copy for your records. Name of delegate, if applicable (type or print) Delegate's relationship Parent Court-appointed guardian to applicant Power of attorney Date (month / day / year) Signature Phone **Acceptance** Fax Agent's Name and title (type or print) Name of company **Use ONLY** Office code