



Dear R CITY Citybuilders Apprentice,

To comply with federal tax requirements, every apprenticeship participant who earns at least \$600 must complete a **Federal W9 form**. The W9 form asks for your **name, address, and Social Security number OR ITIN**. The information on your W9 will remain secure and confidential and will remain in our files each year you participate in an RCITY apprenticeship. *If you do not have a Social Security number or ITIN, you can still participate in our Print Shop Apprenticeships! Please talk to Charnesha Collier, Director of Apprenticeships for more information.*

As you know, apprentices for Harambee, Print Shop and Dreambuilders Children's program receive an educational stipend from RCITY, and taxes are not taken out. This year, if you receive **at least \$600** over the course of the calendar year (January 1- December 31) from RCITY, you will receive a **1099 tax form next January**. The 1099 form lists the amount of money that you received from RCITY during the year. It is a tax form you may give to your parents.

*If you earn under \$600 you will not receive this form. Also, if you choose NOT to complete a W9 form, you will only be able to earn a total of \$599 from any of our apprenticeships until we receive a signed W9 to keep on file.*

RCITY will mail your 1099 tax form each January. *If you move, it is your responsibility to inform RCITY of your new address by call, text or e-mail.* If you or your family have questions about how to handle the information on your tax form, you should consult a tax advisor. To find resources for **free tax assistance**, call City Services at 311 or visit <http://taxprep.cityofchicago.org/>.

*As always, we are SO thankful for the amazing work our youth apprentices achieve- you truly are the BEST of our city!*

If you have any questions or concerns, please contact us:

Charnesha Collier, Director of Apprenticeships  
[charnesha.collier@rcitycdc.org](mailto:charnesha.collier@rcitycdc.org)  
773-754-5400

Michelle Johnson, Administrative Lead  
[michelle.johnson@rcitycdc.org](mailto:michelle.johnson@rcitycdc.org)  
314-723-2886

Songine' Clarke, Print Shop Lead Teacher  
[songine.clarke@rcitycdc.org](mailto:songine.clarke@rcitycdc.org)  
312-619-1860

Elizabeth Galik, Executive Director  
[elizabeth.galik@rcitycdc.org](mailto:elizabeth.galik@rcitycdc.org)