



**Texas Real Estate Commission  
P.O. Box 12188  
Austin, Texas 78711-2188**

**SALESPERSON SPONSORSHIP FORM-1**

This form is to be used when **CHANGING BROKERS** or going from **INACTIVE TO ACTIVE STATUS**.

FEE	REGISTER NUMBER	AMOUNT	\$ TYPE	LICENSE NUMBER
Processing Fee		\$20.00		

**The required fee to return to ACTIVE status is \$20.00. The fee MUST be a SINGLE REMITTANCE. TREC will NOT issue a license until ALL requirements are met.**

Salesperson's Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ License Number \_\_\_\_\_

Salesperson's Permanent Mailing Address \_\_\_\_\_ Expiration date (MM/YYYY) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Salesperson's E-mail address \_\_\_\_\_

**1. SALESPERSON: CHECK ONE BOX ONLY, SIGN AND DATE**

**(A) SALESPERSON CHANGING BROKERS**

Sponsorship Processing Fee: \$20.00-Remit with this form. FEE CANNOT BE COMBINED WITH ANY OTHER FEES.

**My association with \_\_\_\_\_ (former sponsoring broker) has terminated.** I wish to enter the sponsorship of the broker named below. I certify that I have given my former sponsoring broker written notice of the termination as required by TREC rules.

\_\_\_\_\_  
Salesperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

**(B) INACTIVE SALESPERSON GOING ACTIVE**

Sponsorship Processing Fee: \$20.00-Remit with this form. FEE CANNOT BE COMBINED WITH ANY OTHER FEES

**I am not currently sponsored by a broker. My salesperson license is inactive but not expired. I had a sponsoring broker before my license became inactive.** I wish to enter the sponsorship of the broker named below. I understand that TREC will not issue a license until all MCE and fingerprinting requirements are met. I certify that I will not act as a salesperson until I have satisfied any applicable mandatory continuing education (MCE) requirements. I certify that I have not engaged in activity requiring a license at any time when my license was inactive.

\_\_\_\_\_  
Salesperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

**2. STATEMENT OF SPONSORING BROKER**

I CERTIFY THAT I HOLD AN ACTIVE Texas real estate broker license and agree to serve as a sponsor and to be responsible for the real estate brokerage activities of the above named person. If applicable, I will not permit the salesperson to practice as a real estate agent for me until the salesperson has satisfied all MCE and fingerprinting requirements. Please issue a new license reflecting a change of sponsorship. The required fee is attached.

\_\_\_\_\_  
Sponsoring Broker's Name (Individual/Corporation/LLC/Partnership) as shown on license.

Sponsoring Broker's Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Sponsoring Broker's Phone \_\_\_\_\_ Sponsoring Broker's License Number \_\_\_\_\_ Expiration date (MM/YYYY) \_\_\_\_\_

\_\_\_\_\_  
Sponsoring Broker's Signature\* \_\_\_\_\_ Date \_\_\_\_\_

\*If Corporation: signature of Designated Officer is required. \*If LLC: signature of Designated Manager is required.  
\*If Partnership: signature of Designated Partner is required.

## Request for Taxpayer Identification Number and Certification

**Give form to the requester. Do not send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	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"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	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 security number
or
Employer identification number

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

### 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).

**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 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

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

### 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.

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:

- 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.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,