



Central Reservations
"Perfecting the Art of Hospitality"

Dear Interval Owner,

Thank you for inquiring about the VRI rental program. Enclosed you will find the following forms:

- VRI open-ended Rental Agreement
- Rental Authorization Notice
- W-9 (for US Citizens)
- W-8ECI (for Non-Resident Aliens)

Rental Agreement

Please read the Rental Agreement over carefully and fill it out completely. Remember to sign and date the form.

Rental Authorization Notice

The Rental Authorization Notice also needs to be completed and signed. This form gives us your permission to place your week into the rental program.

W-9 (for US Citizens)

If you are a US Citizen, please complete Form W-9. Please follow the instructions on how to fill out this form. We MUST have your Social Security Number or Employer Identification Number in order to rent your unit. If you need further information please go online to www.irs.gov (If you are a US Citizen, please disregard Form W-8ECI.)

W-8ECI (for Non-Resident Aliens)

If you are a Non-Resident Alien, please complete Boxes 1 through 5 on Form W-8ECI. If you have a valid US Taxpayer Identification Number (USTIN), please enter that number in Box 6 of the form. If you do not have a valid USTIN, then please leave Box 6 blank. Providing this number will affect your eligibility for tax exempt status. This number will be used for tax reporting as necessary to the Internal Revenue Service. Please be sure to sign and date the form at the bottom. (If you are a Non-Resident Alien, please disregard Form W-9.) If you need further information please go online to www.irs.gov.

