

2025 Iowa Jazz Championships

Director Information

Dear Jazz Band Director:

The Iowa State Center and Iowa State University are pleased to again host the Iowa Jazz Championships. Enclosed you will find information, rules, and general guidelines for the 2025 event.

**PLEASE READ THIS PACKET CAREFULLY.
INFORMATION HAS CHANGED FROM LAST YEAR.**

For further information, please refer to the Iowa Jazz Championships web page: www.iowajazzchampionships.org

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2025 Iowa Jazz Championships Committee

Co-Chairs

Alan Feirer, Co-Chair/Treasurer

Toni LeFebvre, Co-Chair

Steve Shanley, Co-Chair

Class 1A

Denise Mardesen (Griswold)

Amanda Brandon (Riverside)

Lise Nelson (Moravia)

Class 3A

Eric Stover (Waverly-Shell Rock)

Jeff Robilliard (Pella)

Bill Kearney (Harlan)

Class 2A

Kevin Masemann (Roland-Story)

Jade Bolin (West Lyon)

Mike Stittsworth (Belmond-Klemme)

Class 4A

Jennifer Tiede (Linn-Mar)

Kelli Swehla (Prairie)

Aaron Ottmar (Iowa City)

Location of Iowa Jazz Championships Performance Centers:

Find Scheman Building maps & info. here:

<https://www.fpm.iastate.edu/maps/buildings/building.asp?building=Scheman+Building>

Find Stephens Auditorium maps & info here:

<https://www.fpm.iastate.edu/maps/buildings/building.asp?id=123>

Class 1A - Center 1 – Scheman Building Benton Auditorium

Warm-up room is Conference Room 004.

Storage area is Board Suite 080.

Class 2A - Center 2 – Scheman Building Rooms 167-179

Warm-up room is Rooms 150-154.

Storage area is Lounge 166 and Rooms 160-158.

Class 3A - Center 3 – Scheman Building Rooms 220-240

Warm-up room is Rooms 250-252.

Storage area is Room 254 and Rooms 260-262.

Class 4A – Stephens Auditorium Stage

Warm-up room is in the Celebrity Café on the Ground Floor.

Storage area is in the 1st Balcony Lobby.

Location of Iowa Jazz Championships Contest Support Offices

CONTEST HEADQUARTERS: Scheman Building - Room 299
Stephens Auditorium - Green Room

WORKER REPORT DESK: Contest Headquarters

JUDGES' HEADQUARTERS: Contest Headquarters

EQUIPMENT/CASE STORAGE: Designated areas listed above

WARM-UP ROOMS: Designated areas listed above

ADMISSION DESKS: Scheman Building Ground Level
Stephens Auditorium Ground Level

AWARDS POSTING: Scheman Building 2nd Floor
Stephens Auditorium Lobby

FOOD & DRINK: Full concessions are available on the 2nd floor of the Scheman Building. Some drink options are available in the Stephens Auditorium Lobby.

GENERAL DIRECTIONS/PARKING

Use Exit 146 (South University Blvd.) from US 30, then head north to the Hilton Coliseum/Iowa State Center Parking Lots. Turn left on Center Drive just south of Hilton Coliseum. Free parking is available throughout the event. Lots B1 & C1 are spectator parking for Scheman performance centers. All lots south of Center Drive are spectator parking for Stephens Auditorium. Lots B2 and C2 should be utilized for bus and equipment vehicle parking. [MAP](#)

AUDIENCE ADMISSION

We are offering advance ticket orders again this year. Please make parents aware of this, as tickets purchased in advance will be deeply discounted and they will want to know that.

Admission for all classes of competition for the entire day of the Iowa Jazz Championships is \$20, payable at the door with cash only. Deeply discounted advance tickets are available at our [ticket store](https://www.iowajazzchampionships.org/event-details-registration/2025-iowa-jazz-championships). (<https://www.iowajazzchampionships.org/event-details-registration/2025-iowa-jazz-championships>)

- Use code EARLYBIRD for \$12 tickets through Monday, March 31st.
- Use code ADVANCE for \$15 tickets Tuesday, April 1st through Sunday, April 6th.
- Enter these codes on the order details page where you see “enter coupon code.”

All tickets are valid for a wristband that will allow entry to performances in all four classes and all locations at any time. Admission wristbands are available for purchase or by display of a pre-purchased ticket in the lobby of the Scheman Building (Ground and 1st Floor) and in the east lobby of Stephens Auditorium (Ground Floor). Students, directors, and a reasonable number of helpers will receive free admission wristbands at check-in. All bus drivers, chaperones, non-performing students, and school personnel will be required to purchase tickets/wristbands. Children under 5 who sit on a lap are free.

NO REFUNDS will be given for any reason. If you're not sure you can attend, tickets will be available at the door on the day of the event at regular price, cash only; no checks or credit cards.

BUS AND SCHOOL VEHICLE PARKING

ALL buses and school transportation vehicles should utilize parking in Lots B2/C2 and lots south of Center Drive. All event parking is free. DIRECTORS MUST HAVE DRIVERS FOR THEIR VEHICLES. The distance is too far for you to handle by yourself and still adequately supervise your students and equipment. Drivers are cautioned about leaving their vehicles unattended, especially with equipment on board. ***IJC cannot assume responsibility for damages and/or stolen items.*** After unloading/reloading, vehicles are to return to the parking areas until after the awards ceremony. Please instruct your drivers and students to adhere strictly to unloading and loading schedules. **We need your total assistance with this schedule, as the equipment storage spaces are extremely limited in both locations.** [MAP](#)

UNLOADING STUDENTS AND EQUIPMENT

You will unload 90 minutes (95 for 1A bands) before your performance time and reload immediately following your photos. You must follow this schedule, again, as storage is limited in both locations. It is strongly recommended that each band have at least 8 helpers (non-performing students, parents, etc.) to help with equipment. This is especially necessary in Stephens because of the stairs and long distances between the equipment storage, warm-up, and performance spaces. If there are extra auxiliary percussion instruments, woodwind doubles, flugelhorns, trombone stools, etc., bands will need even more helpers. Equipment helpers are given admission wristbands at no charge.

SCHEMAN BUILDING (1A/2A/3A): Students need to be dropped off on the north end of Lot B2 and then proceed up the walkway to the Scheman Ground Floor Entrance. Equipment vehicles should drive to the north end of the street between Hilton Coliseum and Scheman. Proceed left into Lot B1 and then left again under the concrete awning. Equipment can then be unloaded in the Outdoor Plaza. Directors should immediately check in at the south Ground Floor Entrance. **1A bands** should use the ramp to proceed to their storage area on the Ground Floor with equipment. **2A/3A bands** should utilize the service elevators under the awning to proceed to their storage areas. (You must have parent volunteers to supervise equipment at all times.) Drivers must stay with their vehicles at all times when loading and unloading. After performing, all bands must return to the storage area and prepare to immediately and quickly pack and reload equipment. 2A/3A bands are encouraged to use the service elevators to take equipment back down to the ground floor and awning. It is very important that all bands clear the Scheman Building before 6:00 PM.

STEPHENS AUDITORIUM (4A): Unload on the northwest side of the building. Please do not leave vehicles parked in the loading area. Drivers must stay with their vehicles at all times when loading and unloading. Instruct your drivers thoroughly on parking directions, times, and re-parking for the afternoon and Stephens Auditorium awards. ALL bands (even those performing near the end of the daytime competition) are required to pack equipment immediately following photos.

CHECK IN PROCEDURE

Before unloading students and equipment, directors should report to the check-in area. 1A/2A/3A Bands at the Scheman Building will check in at the table just inside the **South Entrance of the Ground Floor**. 4A bands at Stephens Auditorium will check in at the **Northwest Lobby** (Ground Floor entrance).

DRESSING ROOMS

The buildings have very limited restroom facilities available for changing clothes. Do not allow students to change in hallways, and please reinforce the importance of acceptable behavior.

CONCESSIONS

Concessions are available in the Scheman Building during the preliminary (morning/afternoon) competition. There is no food available for purchase at Stephens Auditorium. No food or drinks are allowed in any of the performance venues.

WARM-UP ROOMS

Report to the assigned warm-up room 40 minutes (45 for 1A Bands) before your performance time. Students may not play while waiting to enter the warm-up room. You will have about 30 minutes once you enter the room. Leave the room 5 minutes before your performance time and proceed to the band entrance area of your performance center. **1A bands** should leave the warm-up room 10 minutes before their performance time to accommodate the floor change. Each warm-up center will contain 20 chairs, 25 stands, a digital or upright piano, and an electrical outlet for your rhythm section. You might choose to carry an extra extension cord with you. There is no drum rug, but the rooms are carpeted. There are no risers.

PERFORMANCE SCHEDULING POLICIES

The top eight placing bands from last year, if performing again this year, were scheduled randomly into the final performance times of the daytime competition. If a band placed in the top eight under a different IHSMA classification last year and changed to a new classification this year, that band was assigned the performance time immediately prior to the returning top eight placing bands in their new classification. If this scenario applied to more than one band, those bands were assigned performance times at random immediately prior to the returning top eight placing bands in that classification. All other bands were scheduled by travel time from their performance center. (Revised by the Iowa Jazz Championships Board of Directors, March 2019.)

COPYRIGHT COMPLIANCE

The Iowa High School Music Association requires that all Iowa music festivals ensure compliance with U.S. copyright law. You **MUST** fill out this form prior to your participation in the Iowa Jazz Championships: https://docs.google.com/forms/d/1o1_Pnkk9t8Z-hh1OuMU0FPAgohfuh-m7ckardURSuz0/edit#settings

Please read the instructions carefully and contact co-chair Steve Shanley (319-551-6660) if you have any questions. Please complete this form at least one week prior to the competition. Additional music scores are not required for the judges.

PERSONNEL & SOLOIST FORMS

Bring 6 (six) copies of the official IJC personnel form and 6 (six) copies of the official IJC soloist form. **Do not use any other forms.** An IJC volunteer will ask you for the forms upon entry to the performance space. Double-check spelling of names, as these forms are used by IJC staff, judges, and recording personnel. There are no copy services available on site. (See end of this packet for forms.)

TIME LIMITS

Bands have a maximum of 30 minutes on stage to set up, perform, and exit. Each band may perform a maximum of 20 minutes of music. The timing will begin with the first note of the first selection. The official timer will signal the director at the conclusion of 20 minutes. Failure to stop playing will merit disqualification. Only minimal last-minute tuning and/or rhythm section sound-check are allowed on stage.

PERFORMANCE CENTER

Each performance center will contain 20 chairs, 25 stands, an electrical plug box for rhythm section, a piano and bench, and 2 levels of risers. A drum rug is provided in Benton and Stephens. The remaining centers in Scheman are all carpeted, but no drum rugs are provided. The P.A. system will have 6 microphones. Stephens Auditorium (4A) utilizes monitor speakers; the centers in Scheman (1A/2A/3A) do not. A vibraphone is provided in Stephens Auditorium only. - Not provided in Scheman. A qualified sound system operator is provided, but bands are encouraged to supply their own sound person to supervise balance. Do not unplug any cables from the soundboard or plug in any of your own.

Bands in Stephens (4A) are encouraged to run their bass through the house sound system, which is the same system used for the piano and solo microphones. With this option, bands will still use their own bass amplifier, and the stage volume from the amplifier will be controlled by the director (or student). This option is available through two methods: (1) If the back of the amplifier has a "Line Out" jack (XLR output with three prongs), connect to the XLR cable (provided by Stephens); or (2) If the amplifier does not have this feature, plug into the Direct-Input (DI) box provided by Stephens. Note that this option will require directors to bring TWO quarter-inch instrument cables: one to go from the bass to the DI box and one to go from the DI box into the amplifier.

All performing bands are required to use the standard stage set-up for their performance. Risers may not be moved from or within the performance area. You may provide and use stools.

ADJUDICATION

Each center uses 3 judges. Judges provide written comments and scores on the IJC judging ballot (updated in 2019). Judges provide written comments and rank the bands in each classification, using a numeric ballot (see example below). They will not record verbal comments. **DIRECTORS, STUDENTS, OR SPECTATORS SHOULD NOT ATTEMPT TO CONFER WITH THE JUDGES AT ANY TIME.** If you have concerns regarding adjudication, contact Steve Shanley (319-551-6660).

RANKING OF BANDS

At the end of the day, ordinal rankings are assigned to bands based on numeric scores given by each of the 3 judges. The judges' ordinal scores are averaged to determine the initial rankings, which are reviewed by the judging panel. Ordinal ties are broken by the point total. The panel may choose to change the ranking by unanimous decision. Trophies are awarded to the top 8 bands. All other bands receive participation plaques.

INDIVIDUAL AWARDS

Special citations are awarded for outstanding soloists, players, and sections. These are posted throughout the day. Certificates for these individuals are included with the ballots and distributed at the afternoon awards ceremony. In each class, 4 (four) outstanding performer plaques are awarded to the top 4 (four) performers, regardless of instrument. There is no limit on the number of awards that may be given to any one school. Each of these performers is offered a \$150 scholarship to use at the summer jazz camp of their choice.

PHOTOGRAPHY AND RECORDING OF PERFORMANCES

Comprehensive Sound Services will record all band performances in the competition. Each director will receive one complimentary recording from the stereo mix microphones for archival purposes. Jolesch Photography will photograph bands and individual students at the conclusion of their performance. Each group director will receive a complimentary formal pose group photograph. In order to keep loading/unloading traffic flow on time, all bands must load immediately after their photos. No video recording or live streaming services will be provided.

AFTERNOON AWARDS PRESENTATION

The afternoon awards ceremony will take place in Stephens Auditorium at 6:15 PM. Members of the All-State Jazz Bands will be recognized at the awards ceremony. Those students should assemble at the bottom of the stairs just outside the left side of the main floor seating area (by the Southeast Tower) by no later than 6:05 PM.

PLEASE MAKE THE FOLLOWING INFORMATION CLEAR TO YOUR STUDENTS AND PARENTS WHO WILL BE ATTENDING:

At 5:30 PM, UNI Jazz Band One will perform in Stephens Auditorium while results are tabulated. 1A, 2A, and 3A participants and supporters may begin entering at 4:15, however please be considerate of the 4A performing bands while entering. Only student participants may sit in the floor seating area (rows 1-32). Rows 1-3 are saved for bands performing at 4:45 in the Scheman Building. Students can enter through any of the main floor doors on the east side and proceed as far down the row as possible. Directors should be in the aisles and as close to the stage as possible when awards are announced. **Parents and other band supporters must sit in the balcony and large seating areas**, which are accessible through all three balcony levels. Standing in isles is not permitted. All participants, directors, parents, and guests should remain in their seats for the entire awards ceremony, which will begin around 6:15 PM and finish by 7:00.

At the conclusion of the afternoon awards, you may exit eastward (audience left) from Stephens Auditorium to your buses, which should be parked in Lots B2, C2, or south of Center Drive. Parking will take some pre-planning on the part of all involved. Sixty buses, equipment vehicles, and thousands of spectator vehicles moving at the same time in this area could be a disaster. Please work together to avoid any unpleasant situations.

EQUIPMENT PROBLEMS

If you encounter equipment failure or misplaced equipment, please communicate with and/or borrow from another school. Contest Headquarters is NOT equipped to deal with these matters.

EMERGENCY MEDICAL CARE

There will not be medical staff on duty at the Iowa Jazz Championships. For medical emergencies, please visit an urgent care facility or hospital in Ames.

HOUSING ARRANGEMENTS

Any overnight accommodations are the responsibility of individual schools. Check the IJC website for information on hotels providing special rates for IJC participants.

OTHER INFORMATION

Do not bring food into the lobby or hall of Stephens Auditorium or the performance centers of the Scheman Building.

The Iowa Jazz Championships, Stephens Auditorium, the Iowa State Center, and sponsors cannot assume the responsibility for any lost or damaged equipment, cases, coats, etc.

EVENING COMPETITION AND AWARDS

Following the 2024 competition, the IJC Board of Directors voted to eliminate the evening finals.

Iowa Jazz Championships

2025 Performance Schedule and Flow Chart

1A and 2A

Note that 1A bands are offset by 5 minutes from the other classes to accommodate moving floors between warm-up and performance spaces.

SCHOOL	CLASS	UNLOAD	WARM-UP	MOVE	PERFORMANCE	PICTURES	RELOAD
Madrid	1A	7:25	8:20	8:50	9:00	9:30	10:00
Janesville	1A	7:55	8:50	9:20	9:30	10:00	10:30
Newell-Fonda	1A	8:25	9:20	9:50	10:00	10:30	11:00
Central City	1A	8:55	9:50	10:20	10:30	11:00	11:30
Highland	1A	9:25	10:20	10:50	11:00	11:30	12:00
Woodbury Central	1A	9:55	10:50	11:20	11:30	12:00	12:30
Winfield-Mt. Union	1A	10:25	11:20	11:50	12:00	12:30	1:00
Gehlen Catholic	1A	11:40	12:25	1:05	1:15	1:45	2:15
Akron-Westfield	1A	12:10	1:05	1:35	1:45	2:15	2:45
Moravia	1A	12:40	1:35	2:05	2:15	2:45	3:15
IKM-Manning	1A	1:10	2:05	2:35	2:45	3:15	3:45
South O'Brien	1A	1:40	2:35	3:05	3:15	3:45	4:15
Kingsley-Pierson	1A	2:10	3:05	3:35	3:45	4:15	4:45
Griswold	1A	2:40	3:35	4:05	4:15	4:45	5:15
Riverside	1A	3:10	4:05	4:35	4:45	5:15	5:45

SCHOOL	CLASS	UNLOAD	WARM-UP	MOVE	PERFORMANCE	PICTURES	RELOAD
Ogden	2A	7:30	8:25	8:55	9:00	9:30	10:00
South Hamilton	2A	8:00	8:55	9:25	9:30	10:00	10:30
Van Meter	2A	8:30	9:25	9:55	10:00	10:30	11:00
Garner-Hayfield-Ventura	2A	9:00	9:55	10:25	10:30	11:00	11:30
Eddyville-Blakesburg-Fremont	2A	9:30	10:25	10:55	11:00	11:30	12:00
Alta-Aurelia	2A	10:00	10:55	11:25	11:30	12:00	12:30
Monticello	2A	10:30	11:25	11:55	12:00	12:30	1:00
Mediapolis	2A	11:45	12:40	1:10	1:15	1:45	2:15
South Central Calhoun	2A	12:15	1:10	1:40	1:45	2:15	2:45
West Lyon	2A	12:45	1:40	2:10	2:15	2:45	3:15
Roland-Story	2A	1:15	2:10	2:40	2:45	3:15	3:45
Lisbon	2A	1:45	2:40	3:10	3:15	3:45	4:15
Logan-Magnolia	2A	2:15	3:10	3:40	3:45	4:15	4:45
Treynor	2A	2:45	3:40	4:10	4:15	4:45	5:15
Belmond-Klemme	2A	3:15	4:10	4:40	4:45	5:15	5:45

Iowa Jazz Championships

2025 Performance Schedule and Flow Chart

3A and 4A

SCHOOL	CLASS	UNLOAD	WARM-UP	MOVE	PERFORMANCE	PICTURES	RELOAD
Ballard	3A	7:30	8:25	8:55	9:00	9:30	10:00
Carlisle	3A	8:00	8:55	9:25	9:30	10:00	10:30
Iowa Falls-Alden	3A	8:30	9:25	9:55	10:00	10:30	11:00
Oskaloosa	3A	9:00	9:55	10:25	10:30	11:00	11:30
Xavier	3A	9:30	10:25	10:55	11:00	11:30	12:00
Denison	3A	10:00	10:55	11:25	11:30	12:00	12:30
Algona	3A	10:30	11:25	11:55	12:00	12:30	1:00
Mid-Prairie	3A	11:45	12:40	1:10	1:15	1:45	2:15
Fort Madison	3A	12:15	1:10	1:40	1:45	2:15	2:45
Harlan	3A	12:45	1:40	2:10	2:15	2:45	3:15
Okoboji	3A	1:15	2:10	2:40	2:45	3:15	3:45
Waverly-Shell Rock	3A	1:45	2:40	3:10	3:15	3:45	4:15
Pella	3A	2:15	3:10	3:40	3:45	4:15	4:45
MOC-Floyd Valley	3A	2:45	3:40	4:10	4:15	4:45	5:15
Marion	3A	3:15	4:10	4:40	4:45	5:15	5:45

SCHOOL	CLASS	UNLOAD	WARM-UP	MOVE	PERFORMANCE	PICTURES	RELOAD
Fort Dodge	4A	7:30	8:25	8:55	9:00	9:30	10:00
Kennedy	4A	8:00	8:55	9:25	9:30	10:00	10:30
Liberty	4A	8:30	9:25	9:55	10:00	10:30	11:00
Iowa City West	4A	9:00	9:55	10:25	10:30	11:00	11:30
Abraham Lincoln	4A	9:30	10:25	10:55	11:00	11:30	12:00
Lewis Central	4A	10:00	10:55	11:25	11:30	12:00	12:30
North Scott	4A	10:30	11:25	11:55	12:00	12:30	1:00
Sioux City East	4A	11:45	12:40	1:10	1:15	1:45	2:15
Sioux City North	4A	12:15	1:10	1:40	1:45	2:15	2:45
Valley	4A	12:45	1:40	2:10	2:15	2:45	3:15
City High	4A	1:15	2:10	2:40	2:45	3:15	3:45
Davenport Central	4A	1:45	2:40	3:10	3:15	3:45	4:15
Prairie	4A	2:15	3:10	3:40	3:45	4:15	4:45
Northwest	4A	2:45	3:40	4:10	4:15	4:45	5:15
Linn-Mar	4A	3:15	4:10	4:40	4:45	5:15	5:45

Iowa Jazz Championships - April 8th, 2025

School
Class, Time
Director

Woodwinds/Brass (30 points total)	
Consider: <ul style="list-style-type: none"> - Tone Quality & Intonation - Balance & Blend - Style Comprehension & Musicality - Technical Accuracy 	
Total Points:	

Rhythm Section (30 points total)	
Consider: <ul style="list-style-type: none"> - Tone & Intonation - Technical Accuracy - Style Comprehension & Musicality - Fills & Set-ups - Comping & Bass Lines - Interaction - Balance (within section and with winds) 	
Total Points:	

Improvisation/Solos (30 points total)	
Consider: <ul style="list-style-type: none"> - Rhythm & Pitch Selection - Style & Articulation - Creativity & Excitement - Interaction 	
Total Points:	

Programming (10 points total)	
Consider: <ul style="list-style-type: none"> - Variety - Difficulty - Quality 	
Total Points:	

Adjudicator _____

IOWA JAZZ CHAMPIONSHIPS PERSONNEL FORM

School: _____

Director: _____

Saxes

Lead Alto _____

Lead Tenor _____

Baritone _____

Trombones

Lead _____

Bass _____

Trumpets

Lead _____

Rhythm

Piano _____

Guitar _____

Bass _____

Drums _____

Other _____

THIS FORM MUST BE COMPLETED IN FULL. - DO NOT USE ANY OTHER FORM.

Please make six (6) copies of this completed form along with six (6) copies of your completed repertoire & soloist form. It is the director's responsibility to present all five forms to the performance center manager as you enter for your daytime performance. You must provide copies of your completed forms in order for your students to be eligible for soloist or section awards. Judges may circle names on this form to nominate possible outstanding performance awards for non-soloists.

IOWA JAZZ CHAMPIONSHIPS REPERTOIRE & SOLOIST FORM

Six (6) copies of this sheet must be brought to the performance center with each competing band.

– Do not use any other form. Judges will circle names on this sheet to nominate solo awards.

School: _____ **Director:** _____

First Selection _____ **Composer** _____

Soloist	Instrument
_____	_____
_____	_____
_____	_____
_____	_____

Second Selection _____ **Composer** _____

Soloist	Instrument
_____	_____
_____	_____
_____	_____
_____	_____

Third Selection _____ **Composer** _____

Soloist	Instrument
_____	_____
_____	_____
_____	_____
_____	_____

Fourth Selection _____ **Composer** _____

Soloist	Instrument
_____	_____
_____	_____
_____	_____
_____	_____

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

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.	Name (as shown on your income tax return) <small>Iowa Jazz Championships, Inc</small>	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____	
	Address (number, street, and apt. or suite no.) 201 Grand Ave City, state, and ZIP code Des Moines, IA 50309	
List account number(s) here (optional)		
		Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line 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								

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

Employer identification number								
82								

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below), and
4. 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 ▶	Date ▶ 3/10/2025
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General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, 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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.