



**2024 Annual Meeting & Training School\***  
**Feb. 18 - 21, 2024**  
**New York Marriott Marquis, NYC**

**ONLINE\* REGISTRATION OPENS AUG. 1 AT [WWW.NYTOWNS.ORG](http://WWW.NYTOWNS.ORG)**

**\*NYC Transit/MTA – must register via mail, online is not available.**

1. **EXPENSES:** Actual and necessary expenses incurred in attending this school, including the registration fee, are proper municipal charges under Town Law, §116(12) and General Municipal Law, §77(b).

### Early-bird rates

*Available beginning Aug. 1, 2023 through Oct. 31, 2023*

Member municipality, conference | \$120  
Non-member municipality, conference | \$145  
Non-municipality, company, conference | \$320

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### Rates increase Nov. 1

*through Jan. 27, 2024*

*(registrations submitted after Jan. 27 will be processed at on-site rates)*

Member municipality, conference | \$150  
Non-member municipality, conference | \$175  
Non-municipality, company, conference | \$350

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### Attorney Continuing Legal Education (CLE)

*(Credit hours and rates - 10 Professional Practice/Skills credits and 2 Ethics credits. All courses provide transitional and non-transitional credit.)*

FEE INCLUDES MEETING REGISTRATION.

Member (early bird / regular / on-site) | \$435 / \$465 / \$500  
Non-member (early bird / regular / on-site) | \$460 / \$490 / \$525  
Non-municipality, company, conference (early bird / regular / on-site) | \$635 / \$665 / \$700

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### Code Enforcement Officer In-Service Training **PLUS** Town Justice and Court Clerk Training Returns

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**Lock in 2023 room rates by registering before 10/31!**

To reserve your room, visit <https://book.passkey.com/go/AOT2024> or call the NY Marriott Marquis at 1(877)303-0104.  
Rooms with an asterisk (\*) next to them have limited availability. 2023 room rates are as follows:

Marquis Standard King/Double | \$287  
**Times Square View | \$409\***  
**Deluxe Suite | \$609\***  
**Premier One-Bedroom Suite | \$709\***

CHK # \_\_\_\_\_

ORDER # \_\_\_\_\_

*Association of Towns Educational Series*  
*Registration Form*



# TRAINING & CERTIFICATION FOR TOWN OFFICIALS

NAME \_\_\_\_\_

TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

TOWN/COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**ONE REGISTRANT PER FORM**

**EVENT: 2024 ANNUAL MEETING & TRAINING SCHOOL**

**FEB. 18 - 21, 2024**

**NEW YORK MARRIOTT MARQUIS, NYC, NY**

|                         | Registration Type                       | Select (x) | Rate  |
|-------------------------|---|------------|-------|
| <b>Aug. 1 - Oct. 31</b> | Early-bird Member                       |            | \$120 |
|                         | Early-bird Non-member                   |            | \$145 |
|                         | Early-bird Non-municipality / company   |            | \$320 |
|                         | Early-bird CLE member                   |            | \$435 |
|                         | Early-bird CLE non-member               |            | \$460 |
|                         | Early-bird CLE non-municipality/company |            | \$635 |
| <b>Nov. 1 - Jan. 27</b> | Member                                  |            | \$150 |
|                         | Non-member                              |            | \$175 |
|                         | Non-municipality / company              |            | \$350 |
|                         | CLE member                              |            | \$465 |
|                         | CLE non-member                          |            | \$490 |
|                         | CLE non-municipality / company          |            | \$665 |

***BOOK your room by Oct. 31, 2023 to lock in 2023 room rates. On Nov. 1, room rates will increase to 2024 rates. Vouchers are not an accepted form of payment.***

- To reserve your room, visit <https://book.passkey.com/go/AOT2024> or call the NY Marriott Marquis at 1(877)303-0104

MAIL or FAX completed registration form with a check for the corresponding registration fee to:

Association of Towns, 150 State St., Albany, NY 12207 | Fax: (518)465-0724

## New York Marriott Marquis Group Arrival Form

**IMPORTANT NOTE: THIS FORM DOES NOT SECURE YOUR SLEEPING ROOM RESERVATION**

Name of Group: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Please Note: Hotel Check In time is 4pm. Any Group Arrivals prior to 4PM are NOT guaranteed ready rooms. Special Room Requests are NOT guaranteed 4PM check in. Hotel Check Out time is 11:00am. **Bus arrivals (10 people or more) check -in will take place on the 3<sup>rd</sup> floor.**

### Bus Arrival / Departure Information:

Bus Arrival Date \_\_\_\_\_ Bus Arrival Time \_\_\_\_\_

Bus Departure Date \_\_\_\_\_ Bus Departure Time \_\_\_\_\_

Name of Bus/Van/Shuttle Company: \_\_\_\_\_

Number of Bus/Van/Shuttle? \_\_\_\_\_

- Please call our Tour Captain Phone # 212-704-8938 on your Arrival Date 15 minutes prior to arrival at the Hotel.
- This will ensure that our Bell Staff is prepared for the group's bus/shuttle/van arrival.
- Bus Pick Up & Drop Off location is on 45<sup>th</sup> Street by Starbucks. New York City does not offer overnight Bus Parking.
- Please plan accordingly with your bus company.
- All luggage/bags need to be tagged with Guest Name Prior to Arrival at the Hotel.

**\*IMPORTANT: Please advise Event Manager/Hotel Tour Captain of any arrival/departure time changes\***

Onsite Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of People: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_ Estimated Number of Bags: \_\_\_\_\_

**The Porterage charge is mandatory for all groups (10 or more persons) that have a Bus, Van and/or Shuttle arrival at \$11.51 per bag/round trip, regardless if Bellman assistance is needed.**

Will you require guest assistance with luggage upon arrival: Yes or No

Date & Time \_\_\_\_\_

*Please note with bag delivery at check-in it will take up to 45 – 60 minutes for every 20 bags to be delivered to guestrooms by the bellman.*

Will you require a bag pull/pick-up at checkout: Yes or No

Date & Time \_\_\_\_\_

*Please note that checkout is at noon, and with a group bag pull/pick-up it will take 30 – 40 minutes for every 20 rooms to be assisted by the bellman.*

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**CCMH TIMES SQUARE LLC**

**2** Business name/disregarded entity name, if different from above  
**NEW YORK MARRIOTT MARQUIS**

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **C**

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.) See instructions.  
**6903 ROCKLEDGE DR STE 1500**

**6** City, state, and ZIP code  
**BETHESDA, MD 20817**

**7** 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| Social security number         |   |   |   |   |   |   |   |   |
|--------------------------------|---|---|---|---|---|---|---|---|
|                                |   |   | - |   |   |   |   |   |
| or                             |   |   |   |   |   |   |   |   |
| Employer identification number |   |   |   |   |   |   |   |   |
| 2                              | 6 | - | 3 | 0 | 4 | 8 | 3 | 8 |

**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); and
- 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 for Part II, later.

**Sign Here**    Signature of U.S. person ▶ *George*    Date ▶ *10/5/2021*

**General Instructions**

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*