

Detailed Instructions for Completing the Missing Tax and Pay Period Documentation Sworn Written Statement

The following instructions will take you step-by-step through the Missing Tax and Pay Period Documentation Sworn Written Statement (SWS-9). The sections in these instructions refer to the same sections in the Missing Tax and Pay Period Documentation Sworn Written Statement.

A. CLAIMANT INFORMATION

Claimant Name:	<p>Provide your full name with your last name first, then your first name, and then middle initial (if applicable).</p> <p>If you are completing this Statement online, this information will be pre-populated from the Registration Form. If this information is incorrect, you must return to the Registration Form to correct it. You must not submit this Sworn Written Statement until you enter the correct information in the Registration Form.</p>
Deepwater Horizon Settlement Program Claimant Number:	<p>Place your nine-digit Deepwater Horizon Settlement Program Claimant Number that you received when you filed your initial Registration Form with the Deepwater Horizon Settlement Program. Put one number in each space.</p> <p>If you do not already have a Deepwater Horizon Settlement Program Claimant Number, leave this question blank.</p> <p>If you are completing this Statement online, this information will be pre-populated from the Registration Form. If this information is incorrect, you must return to the Registration Form to correct it. You must not submit this Sworn Written Statement until you enter the correct information in the Registration Form.</p>
Social Security Number <i>or</i> Individual Taxpayer Identification Number:	<p>Provide your Social Security Number or Individual Taxpayer Identification Number by putting one digit in each space. There are nine spaces provided in this format: XXX-XX-XXXX.</p> <p>If you are completing this Statement online, this information will be pre-populated from the Registration Form. If this information is incorrect, you must return to the Registration Form to correct it. You must not submit this Sworn Written Statement until you enter the correct information in the Registration Form.</p>
Current Address:	<p>Provide the Street, City, State, and Zip Code of your home address.</p> <p>If you are completing this Statement online, this information will be pre-populated from the Registration Form. If this information is incorrect, you must return to the Registration Form to correct it. You must not submit this Sworn Written Statement until you enter the correct information in the Registration Form.</p>

B. TAX INFORMATION

If no **Tax Information Documents** are available to you for any job you work, you must check the appropriate boxes next to the missing years on this Statement in **Section B**. Tax Information Documents include W-2s, Form 1099-MISC, and all Schedules C, E, and F, if you file them. You must either submit the Tax Information Documents or check "Yes" for at least 2010 in Section B Box 4, and either 2009 or 2011. If you worked in your job before April 21, 2009, you must submit your tax documents for 2009 or check "Yes" in Section B Box 3 for 2009. You also can check "Yes" in Section B Boxes 1 and 2 for 2007 and 2008 if you do not have Tax Information Documents for these years and you want the Claims Administrator to include them in your Base Year(s).

Claimants in Category III under the Individual Economic Loss framework in Exhibit 8A to the Settlement Agreement must either submit Tax Information Documents for 2011 or check "Yes" in Section B in Box 5 if you are not able to obtain Tax Information Documents for 2011. You are a Category III claimant if one of the following definitions applies to your Claiming Job: (1) You accepted a job offer for your first job before April 20, 2010, to begin work on or after April 21, 2010, but did not start your job, or your offer was changed due to the Spill; (2) You began your job on or after April 21, 2009; or (3) You changed employers in January-April 2010, and your income changed by more than 20%. If you are in this last group (3) and did not work in 2011, you must submit Tax Information Documents for 2009 or check "Yes" in Section B in Box 5 stating you are unable to obtain Tax Information Documents for 2009.

You should submit this form if you attempted to get these documents from your employers but were unable to obtain them. If you do not have copies of these documents, you can send us Tax Return Transcripts for those years. You can get Tax Return Transcripts from the IRS by going online at <http://www.irs.gov/Individuals/Order-a-Transcript>, by calling the IRS at **1-800-829-1040**, or by sending them a Form 4506-T, which is available at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>. To complete the form, enter your personal information in the top section. For Question 5, enter Deepwater Horizon Economic Claims Center, PO Box 1439, Hammond, LA 70404-1439, and the IRS will send this information directly to us. Enter "1040" in Question 6 and check the box for Question 8. If you did not file taxes in a given year, in addition to entering your personal information in the top section of the form, check the box for Question 7.

Check Boxes:

Check the appropriate box in each numbered row describing Tax Information Documents for a particular year. Check "Yes" in the rows next to the years that you made an effort to Tax Information Documents for the year(s) listed but you cannot get them. Check "No" in the rows next to the year(s) that you have Tax Information Documents and are submitting them. Check "N/A" in the rows for the year(s) for which you do not wish the Claims Administrator to consider in your Base Year(s).

C. PAY PERIOD EARNINGS INFORMATION

If **Pay Period Earnings Documents** are not available to you for your job(s) for 90 or more consecutive days, you must tell us in which periods you are missing Pay Period Earnings Documents on this Statement in **Section C**. This includes any pay periods that you are missing because you did not work for a particular reason, including vacation or sick leave. Pay Period Earnings Documents include paystubs, payroll records, bank statements, commission statements, or check cashing receipts. You must submit 90 or more consecutive days of Pay Period Earnings Documents in 2010 or check "Yes" in Section C Box 4, and provide the same 90 or more consecutive days as 2010 in either 2009 or 2011. If you worked in your job before April 21, 2009, you must submit your Pay Period Earnings Documents for 90 days in 2009, or check "Yes" in Section C Box 3 for 2009. You also can check "Yes" in Section C Boxes 1 and 2 for 2007 and 2008 if you do not have Pay Period Earnings Documents for these years and you want the Claims Administrator to include them in your Base Year(s). If you have more than one missing period, and are not filling this form out online, you may attach extra sheets listing all missing periods of Pay Period Earnings Documents. If you are filling this form out online, you can use the "Add New" button to add a new period in each year.

Claimants in Category III under the Individual Economic Loss framework in Exhibit 8A to the Settlement Agreement must either submit Pay Period Earnings Documents for the same 90 or more consecutive days in 2011 as in 2010, or check next to "Yes" for 2011 if you are not able to obtain Pay Period Earnings Documents for 2011. You are a Category III claimant if one of the following definitions applies to your Claiming Job: (1) You accepted a job offer for your first job before April 20, 2010, to begin work on or after April 21, 2010, but did not start your job, or your offer was changed due to the Spill; (2) You began your job on or after April 21, 2009; or (3) You changed employers in January-April 2010, and your income changed by more than 20%. If you are in this last group (3) and did not work in 2011, you must submit Pay Period Earnings Documents for 2009 or check "Yes" in Section C in Box 5 stating you are unable to obtain Pay Period Earnings Documents for part or all of 2009.

You should submit this form if you attempted to get these documents from your employers but were unable to obtain them. If you do not have copies of these documents, you should be able to get them from your employer. You can get your bank statements from your bank, or check cashing receipts from the check cashing service you used.

Check Boxes:	Check the appropriate box in each numbered row describing Pay Period Earnings Documents for a particular year. Check "Yes" in the rows next to the year(s) that you are missing Pay Period Earnings Documents. Check "No" in the rows next to the year(s) that you have 90 or more consecutive days of Pay Period Earnings Documents for that year and are submitting these documents. Check "N/A" in the rows for the year(s) for which you do not wish the Claims Administrator to consider in your Base Year(s).
Dates:	If you checked "Yes" in any row in Section C, you must provide dates for which you are missing the Pay Period Earnings Documents for the year described in that row. If Pay Period Earnings Documents are missing for the entire year, place the dates 01/01/YYYY in blanks after "For," and 12/31/YYYY in the blanks after "Through." If Pay Period Earnings Documents are missing for scattered periods throughout the year, list the beginning of the earliest period in which you are missing the Pay Period Earnings Documents in blanks after "For," and the end of that period in blanks after "Through." If you have more than one missing period of documents, and are not filling this form out online, attach an additional sheet listing all periods and years that you are missing Pay Period Earnings Documents. If you checked "No" or "N/A" in the row in Section C you do not have to list any dates in the blanks.

D. SIGNATURE

Date Signed:	Provide the date of your signature in a Month/Day/Year format. If you are completing this Statement online, the date will be pre-populated with the date on which you are submitting this Statement.
Signature/Name (Printed or Typed):	Sign your name on the line labeled "Signature." Print or type your name on the line labeled "Name (Printed or Typed)." If you are completing this Statement online, you will be asked to create an Electronic Signature. Follow the on-screen instructions.