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## City of Reno Fire Department

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**From** (Mailbox) GSF First Responder <firstresponder@garysinisefoundation.org>

**Date** Tue 12/10/2024 8:12 AM

**To** Samantha Steere <SteereS@reno.gov>

Samantha,

It was nice chatting with you today. Per our conversation, your department's grant application has been approved. To move forward with payment, we will need the following from the vendor:

1. 2024 W9 (please note that the IRS released a revised version in March 2024, link below, and we now require that version to make any payments)
  - a. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
2. Invoice

Once those are sent to me, we will make payment directly to the vendor within 10 days. Feel free to connect me with the vendor if you'd like and if any questions or concerns come up, please don't hesitate to reach out.

Thanks,  
Rikki



**(Mailbox) GSF First Responder**  
[GarySiniseFoundation.org](https://www.garysinisefoundation.org)

