

JEFFERSON COUNTY VENDOR INFORMATION FORM

A. VENDOR INFORMATION

COMPLETE BUSINESS NAME: _____ PARENT COMPANY: _____
 (LEGAL NAME AS USED IN REPORTING TO IRS) (IF APPLICABLE)
 MAILING ADDRESS: (For Purchase Orders) STREET: _____
 STREET _____
 CITY _____ STATE _____ ZIP _____ CITY _____ STATE _____ ZIP _____

TELEPHONE #: _____ TELEPHONE #: _____
 (800 IF AVAILABLE): _____ (800 IF AVAILABLE): _____

FAX#: _____ REMITTANCE ADDRESS: _____
 WEBSITE: _____ STREET: _____

E-MAIL: _____ CITY: _____ STATE _____ ZIP _____

TAXPAYER ID/SS#: _____ (THIS IS MANDATORY)
 (IF YOU DO NOT PROVIDE A VALID TIN/SS# ALL PAYMENTS TO YOU WILL BE SUBJECT TO 20% BACKUP WITHHOLDING.)

B. TYPE OF BUSINESS

____ CORPORATION ____ SOLE PROPRIETORSHIP ____ PARTNERSHIP ____ DBA _____ OTHER _____

NEW YORK STATE BUSINESS - CHECK ALL THAT APPLY

- SMALL BUSINESS
- MINORITY OWNED AND REGISTERED WITH NEW YORK STATE

OUT OF STATE BUSINESS - (IF YES, CHECK ONE OF THE OPTIONS BELOW)

- REGISTERED WITH THE NY DEPARTMENT OF STATE
- NOT REGISTERED WITH THE NY DEPARTMENT OF STATE

C. PURCHASE ORDER REQUIREMENTS

PURCHASE ORDERS WILL NOT BE MAILED, BUT WILL BE PROVIDED BY PHONE OR ELECTRONICALLY. HARD COPIES WILL BE PROVIDED ONLY UPON SPECIFIC REQUEST.

____ It is our policy to require a hard copy of all Purchase Orders. If copies of Purchase Orders are required they will be forwarded by electronic mail, fax or USPS at the County's discretion.

D. TYPE OF GOODS/SERVICES PROVIDED

SUPPLIER OF GOODS: (Please List): _____

SERVICE PROVIDER (Please List - Medical, Legal, Rental, Consultant, Construction, Etc.): _____

**Return Form To: Jefferson County Purchasing Department, 195 Arsenal Street, Watertown, NY 13601
(315) 785-3077/ Fax: (315)785-7591**

E. CERTIFICATION

I CERTIFY THAT THE INFORMATION CONTAINED HEREIN (INCLUDING ALL PAGES ATTACHED) IS CORRECT AND THAT NEITHER THE APPLICANT NOR ANY PERSON (OR CONCERN) IN ANY CONNECTION WITH THE APPLICANT AS A PRINCIPAL OR OFFICE, SO FAR AS IS KNOWN, IS NOW DEBARRED OR OTHERWISE DECLARED INELIGIBLE BY ANY PUBLIC AGENCY FROM BIDDING FOR FURNISHING MATERIALS, SUPPLIES, OR SERVICES TO ANY AGENCY THEREOF.

Signature of Person Authorized to Sign Application

Name and Title of Person Signing
(Please Print)

Date

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)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (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 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.

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

Social security number
or
Employer identification number

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).

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 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

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, 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.

Note. If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,