

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 NEWYORK 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.): _____

E. PAYMENT METHOD

- Electronic funds transfer – The form to set up electronic payments can be accessed on the County website www.co.jefferson.ny.us under the Treasurer's Department, choose forms, vendor.
 Check

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

F. 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.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input 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) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code	
7 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 generally 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number					
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	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border: 1px solid black;"> </td> <td style="width: 3%; border: 1px solid black;">-</td> <td style="width: 30%; border: 1px solid black;"> </td> <td style="width: 3%; border: 1px solid black;">-</td> <td style="width: 34%; border: 1px solid black;"> </td> </tr> </table>		-		-	
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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 ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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?** on page 2.*

By signing the filled-out form, you:

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. See *What is FATCA reporting?* on page 2 for further information.