



City of

Vineland

New Jersey

YVONNE LEWIS, RPPO

PURCHASING AGENT

640 E. WOOD STREET • P.O. BOX 1508
VINELAND, NEW JERSEY 08362-1508

Fax: (856) 794-4327

Telephone: (856) 794-4040

<http://www.ci.vineland.nj.us>

email: ylewis@vinelandcity.org

Dear Vendor:

We are in the process of updating our vendor file. Please take a few moments to assist us by completing the enclosed vendor application and return with the requested documents as specified below, by fax or mail. If we do not receive your vendor application, your company will be removed from our vendor file.

Please provide us with proof of your Business Registration Certificate issued by the "New Jersey Department of Treasury/Division of Revenue". A sample certificate is attached. All vendors that do business with all local contracting agencies are required to be registered with the State of New Jersey Department of the Treasury, Division of Revenue. They must provide proof of that registration to the contracting agency before the contracting agency may enter into a purchase order/contract with the business.

If you do not have a Business Registration Certificate you will need to register with the State of New Jersey. Enclosed are instructions on how to register. There is no registration fee. As referenced above, no purchase orders or contracts will be issued to your firm from the City of Vineland until we receive the certificate.

Also enclosed is Form W-9 Request for Taxpayer Identification Number which needs to be completed by your company and returned to the City of Vineland Purchasing Department.

Please note that a purchase order is required for all purchases. No merchandise is to be shipped or picked up by an employee of the City of Vineland, unless a purchase order number is received by your company by either phone, fax or mail. The shipping address will be designated on each purchase order. Since we are a municipal government, we are automatically exempt from sales tax. Enclosed is a copy of a letter from the State of New Jersey Department of the Treasury.

All invoices for payment should be sent to City of Vineland, Accounts Payable, 640 E. Wood Street, P.O. Box 1508, Vineland, NJ 08362-1508. All invoices submitted for payment must have the Purchase Order No. and have a signature from the vendor on the invoice. Contact information for the Purchasing Department is at the top of this letter.

Your anticipated cooperation is very much appreciated. If you have any questions, please do not hesitate to contact the Purchasing Department.

Sincerely,

Yvonne Lewis, RPPO
Purchasing Agent

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Enclosures



Special arrangements for persons with disabilities may be made if requested in advance by contacting the Business Administrator's Office at 856-794-4144.

Printed on Recycled Paper



VENDOR APPLICATION

PURCHASING DEPARTMENT
640 E. WOOD STREET
P.O. BOX 1508
VINELAND, NJ 08362-1508
PHONE: (856) 794-4040 FAX: (856) 794-4327

Web-site: vinelandcity.org

<input type="checkbox"/> New Application	<input type="checkbox"/> Add Commodities	Fed. ID # or Social Security #	Date
<input type="checkbox"/> Name and/or address change	<input type="checkbox"/> Delete Commodities		
1. Vendor Name & Mailing Address for Purchase Orders: _____		2. Remit to Name/Address (if different from Item 1) _____	
3. Telephone #		4. Fax #	
		5. e-mail address:	
6. Type of organization (Check one)			
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation: Inc. under laws of the State of :	
7. Special Categories:			
<input type="checkbox"/> Minority Owned	<input type="checkbox"/> Women Owned	<input type="checkbox"/> Small Business	<input type="checkbox"/> Non-Profit
8. Vendor Contact:			
NAME	TITLE	TELEPHONE #	
I hereby certify that information supplied herein is correct			
_____		_____	
(print or type name and title)		(signature)	
FOR PURCHASING DEPARTMENT USE ONLY			
DATE REC'D	BRC REC'D	W-9 REC'D	VENDOR #

Note: No purchase orders/contracts will be issued until Fed. ID/ Tax I.D. is received.

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.

Social security number
or
Employer identification number

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

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,

Registering A Business with the New Jersey Department of the Treasury

Business organizations or individuals doing business in New Jersey are required to register with the Department of the Treasury, Division of Revenue. Registration is free and is a one-time action – there are no fees to register. However, you should update your contact and tax eligibility information as needed. Registration is required to conduct most business with any state, county, municipal, local board of education, charter school, county college, authority, or state college or university. The contracting agency may be required to have a copy of the “proof of registration certificate” submitted as part of a public bid or prior to issuing a purchase order.

To register: Businesses must complete **Form NJ-REG** and submit it to the Division of Revenue. The form can be filed form online or by mailing a paper form to the Division. Online filing is strongly encouraged.

- Register online at www.nj.gov/treasury/revenue/taxreg.htm. Click the “online” link and then select “Register for Tax and Employer Purposes.”
- Download the paper form and instructions at www.nj.gov/treasury/revenue/revprnt.htm.
- Call the Division at 609-292-1730 to have a form mailed to you.
- Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Note: If you operate a corporation, limited partnership, limited liability company or limited liability partnership, before registering, you must obtain legal authority to operate in the State of New Jersey. Generally, this is accomplished by filing an original business certificate with the Division of Revenue, such as a Certificate of Incorporation or Formation. For more information on this subject, visit www.nj.gov/treasury/revenue/filecerts.htm, or call 609-292-9292.

Registering as an individual: There is a simplified registration process for individuals doing business with any New Jersey government agency. The form (NJ-REG-A) may be on the back of this form. If not, it can be downloaded from the web at www.nj.gov/treasury/revenue/pdforms/rega.pdf. To obtain a copy by mail, call 609-292-1730, or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Questions about the registration process? Call 609-292-1730 or submit by e-mail at www.nj.gov/treasury/revenue/revcontact.html.

How do I receive the proof of registration certificate?

- **New registrants.** When completing Form NJ-REG, make sure you answer “Yes” to the contractor/sub-contractor question (Online - Item 17; Paper Form - Item 18). The Division of Revenue will mail the certificate to the mailing address you supply on your registration form.
- **Previously Registered Businesses.** Call 609-292-1730 and select option 3. The Division of Revenue’s service agents will take your order and mail you a certificate. Please allow 7 to 10 working days to receive your certificate. Alternately, you may visit the Division’s Client Registration Bureau in person and request a certificate. The address is 847 Roebling Avenue, Trenton, NJ 08611. Service desk hours are 8:30am to 4pm, weekdays, excluding holidays.

What information does the proof of registration contain? The certificate displays the following information: Business Name, Trade Name (If Applicable), Tax Payer ID (Usually the Employer Identification Number), Business Address, Contractor Certification Number (State Issued), Certification Issuance Date, Effective Date (Business Start Date Entered on Form NJ-REG).

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 428
TRENTON, N.J. 08646-0428

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TAXPAYER IDENTIFICATION#:
970-097-382/500

ADDRESS:
847 ROEBLING AVE
TRENTON NJ 08611

EFFECTIVE DATE:
07/14/04

FORM BRC(08-01)

TRADE NAME:
CLIENT REGISTRATION

SEQUENCE NUMBER:
0107307

ISSUANCE DATE:
07/14/04

John S. Easley
Acting Director

This Certificate is NOT negotiable or transferrable. It must be conspicuously displayed at above address.



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:

20041014112823533

SAMPLE