Vendor Registration Form

VENDOR INFORMATION

*Required Fields.

* Date: _____

* Business Name:

_____

_____

* Mailing Address:

_____

_____

_____

* Remit to Address: (If Different from Above)

_____

_____

_____

* Contact Person:

_____

* Telephone:

( ) _____

* Facsimile:

( ) _____

* Federal Tax ID Number: (If None, SSN)

_____

* Email Address:

_____

* Website Address:

_____

* Date Business Established: _____

* Indicate which method you prefer to have purchase orders delivered:

Email _____

Fax _____

Mailed _____

Please indicate what type of services your company provides. Failure to provide this information will result in the City NOT informing you of bidding opportunities.

_____

_____

_____

_____

_____

_____

LOCAL VENDOR / MINORITY BUSINESS SURVEY

*The City of North Miami tracks the status of local and minority businesses. Please check the boxes below to indicate the ownership status of your business.

__ 1. Woman Owned Business
__ 2. Black Owned Business
__ 3. Hispanic Owned Business
__ 4. Other _____
__ 5. Local North Miami Vendor
(Business Tax Receipt Required)

Vendor Registration Form

COMPANY CONTACT PERSON

Person authorized to sign bids, offers and contracts (indicate if Agent)

Name: _____ Title: _____

Phone: _____ Fax: _____

Email Address: _____

VENDOR / BIDDER DISCLOSURE

Are the Owners or any Officers currently or in the last two (2) years an employee of the City of North Miami?

☐ YES ☐ NO

W-9 FORM

The Internal Revenue Service requires that the City have on file a completed W-9 form for all vendors. Please complete the attached IRS W-9 Form and submit it to the City along with the vendor application. For a complete copy of the W-9 form please visit the IRS website at www.IRS.gov.

The above listed company and all parties to the above listed company understand and have read City Ordinance 1244 Procurement Code and acknowledge that by becoming a vendor to or contracting that the City of North Miami, no conflict of interest will exist or be created.

Print Name: _____ X _____

IN ORDER FOR THIS VENDOR REGISTRATION TO BE PROCESSED,
THE FOLLOWING FORMS MUST BE RECEIVED TOGETHER WITH THE REGISTRATION FORM:

REQUIRED FORMS

W-9 FORM
LIST OF SERVICES PROVIDED
BUSINESS TAX RECEIPT (North Miami Residents Only)
REGISTATION FROM THE FLORIDA DIVISION OF CORPORATIONS

PLEASE NOTE:
YOU MAY E-MAIL, FAX OR MAIL YOUR REGISTRATION FORMS WITH THE ATTACHMENTS TO:

purchasing@northmiamifl.gov
Phone 305-895-9886 | FAX: 305-891-1015
City of North Miami Purchasing Department
776 NE 125 Street | North Miami, Fl 33161

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

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: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ Exempt payee

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 ▶**

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,