



CITY OF SHADY COVE
 22451 HWY. 62 / PO BOX 1210
 SHADY COVE, OR 97539
 PHONE 541-878-2225 FAX 541-878-2226
www.shadycove.org

OFFICE USE ONLY	
Date Received	
Received By	

VENDOR INFORMATION FORM

VENDOR INFORMATION (please print)			
Business Name (as shown on income tax return)			Phone #
Business Secondary Name/DBA			Fax #
Physical Address			
City		State	Zip
Contact Name	Contact Phone #	Email Address	

REMITTANCE ADDRESS FOR PAYMENTS & 1099 ISSUANCE			
Business Name			Phone #
Business Secondary Name/DBA			Fax #
Mailing Address			
City		State	Zip
Contact Name	Contact Phone #	Email Address	

ORGANIZATION INFORMATION				
Type of Organization (circle one)	Individual/Sole Proprietor	C Corporation	S Corporation	Partnership
	Limited Liability Company:	C	S	P
	Trust/Estate	Other		
Taxpayer Identification Number (TIN)	Federal Tax I.D. #		Social Security #	

Signature	Printed Name	Title	Date
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RETURN VENDOR INFORMATION FORM AND ATTACHED W-9 FORM TO:
CITY OF SHADY COVE 22451 HWY. 62 / PO BOX 1210 SHADY COVE, OR 97539 FAX 541-878-2226 EMAIL: SDent@shadycove.org



Mayor
Lena Richardson

Councilors
Steve Mitchell
Dick McGregor
Shari Tarvin
Hank Hohenstein

Re: Vendor Information Form and W-9 Request for Taxpayer Identification Number and Certification

Dear Vendor:

In order to set you up as a Vendor in our system, we need some information from you. Attached please find a Vendor Information Form and W-9 Request for Taxpayer Identification Number and Certification Form. Form W-9 is the prescribed form for requesting a taxpayer identification number.

We ask that you complete the forms attached. This will enable us to determine whether we are required to complete an information return with regard to the payments we have made to you during the year.

- **INDIVIDUAL "TIN":** Only the **individual's** name of which the **Social Security Number (SSN)** was assigned should be entered on the first line (Last name, First name & Middle initial).
- **BUSINESS VENDOR "TIN":** The name of a partnership, corporation, sole proprietorship, club, or other entity, must be entered on the first line exactly as it was registered with the IRS when the Federal Employer Identification Number (FEIN) was assigned.

In an effort for the city to process invoices and remit payment in a timely manner, I encourage you to complete and return the forms at your soonest convenience. Completed forms can be returned to the address, email or FAX number listed below.

If you have any questions, I can be reached directly at 541-878-8206.

Sincerely,

Shelly Dent
Accounting Technician

"The City of Shady Cove is an equal opportunity provider."

22451 Highway 62 ♦ PO Box 1210 ♦ Shady Cove, OR 97539 ♦ (541) 878-2225 ♦ FAX: (541) 878-2226
E-Mail: sdent@shadycove.org ♦ Web Site: www.shadycove.org

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <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: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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or								
Employer identification number								
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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 for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.

