



CITY OF WINCHESTER

VENDOR REGISTRATION FORM

Vendors providing products and/or services to the City of Winchester MUST complete the following information. The form also serves as a substitute IRS W-9 form. *This is NOT a bidder's application.*

Return completed forms to: City of Winchester Phone: 540-667-1815
 Attn: Account Clerk Fax: 540-723-0238
 1st floor City Hall
 15 North Cameron Street
 Winchester, VA 22601

VENDOR LEGAL NAME: _____ **SOCIAL SECURITY OR FEDERAL ID NUMBER:** _____

VENDOR BUSINESS TYPE:

Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

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.

Other ► _____

Exempt payee code (if any) _____ Exemption from FACTA reporting code (if any) _____

LIST PRODUCTS/SERVICES SUPPLIED: _____

PAYMENT (REMITTANCE) ADDRESS:

Contact Name: _____ Title: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone Number: _____ Fax Number: _____
 Email Address: _____

PURCHASE ORDER ADDRESS: Same as Remittance Address Above

Contact Name: _____ Title: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone Number: _____ Fax Number: _____

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. person (including a U.S. resident alien).

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 interested 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.

SIGNATURE: _____ **TITLE:** _____ **DATE:** _____

FOR CITY & SCHOOL USE ONLY:
VENDOR NUMBER: _____ **DATE ENTERED:** _____