



City of Tampa
Jane Castor, Mayor

Purchasing Department
Gregory K. Spearman, CPPO, Director
306 E. Jackson Street, 2E
Tampa, Florida 33602
Office (813) 274-8351
Fax: (813) 274-8355

Subject: New Vendor Documentation

Dear Vendor:

Thank you for your interest in becoming a vendor with the City of Tampa. In order to be set up as a vendor of the City of Tampa, you are required to fill out the applicable form attached; W-9 or "Substitute W-9".

To comply with new Internal Revenue Service (IRS) regulations regarding 1099 reporting, we are requesting that you complete the attached W-9 form. The information collected on this form will allow us to confirm that our records contain the official name of your business, the Tax Identification Number (TIN) that the IRS has on file for your business, and your business type.

If you are an Individual or a Sole Proprietor and do not have a Tax Identification Number for your business, please provide your name and Social Security Number (SSN) on the W-9 form.

*If you are a member of law enforcement (active or former), a firefighter, judge or any other protected status as defined by Florida Statute 119.071(4)(d), we are requesting you let us know by filling out the "Substitute W-9". This information will assist us in keeping your data secure from public records requests.

Florida Statute 119.071(5) and the Federal Privacy Act of 1974; collection of Social Security Numbers:

The City of Tampa collects your Social Security Number for the purpose of tax reporting to the Department of the Treasury, Internal Revenue Service, and for identity verification purposes. Florida Statute 119.071(5) and the Federal Privacy Act of 1974 requires that the City notify you in writing of the reason for collecting this information which will be used for no other purpose than herein stated.

PRIVACY ACT NOTICE

*Section 6109 of the Internal Revenue Code requires you to provide your correct TIN or SSN to persons who must file information returns with the IRS to report interest, dividends and certain other income paid to you. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. **You must provide your TIN or SSN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who doesn't give a TIN/SSN to a payer.***

You may return the completed forms to us by fax at (813) 274-8355, email to michelle.blizard@tampagov.net or mail to the following address:

PURCHASING DEPARTMENT
ATTENTION: MICHELLE BLIZARD
306 E JACKSON ST 2E
TAMPA FL 33602-5208

Failure to provide this information to us may result in backup withholding of 28% being deducted from your payment.

If you have any question regarding this request or the W-9 forms, you may contact Michelle Blizard at (813) 274-8353.

**Substitute W-9
Request for Taxpayer Identification Number (TIN)
And Certification**

PART I – PERSONAL or BUSINESS INFORMATION

1-NAME OF INDIVIDUAL, business name, or sole proprietor's name (as registered with the IRS-Internal Revenue Service)

2-BUSINESS NAME (DBA-doing business as), if different from above.

3-CHECK ONE BOX to identify the type of business named above.

Individual/Sole Proprietor Partnership Corporation Non-Profit 501(c) Associations/Estate or Trust

Government Entity (Exempt under section 501(a)) Medical or Legal Corporation Foreign Entity(fill out appropriate W-form)

LLC-Limited Liability Company (If business listed on line 2 is an LLC, must also select an LLC type from below)

Disregarded entity Partnership Corporation

Individual/Sole Proprietor (enter owner/individual's name on line 1 above, business/DBA name on line 2)

4-WITHHOLDING (*Optional*) Already subject to backup withholding Exempt from backup withholding

5-PROTECTED STATUS – Florida Statute 119.071(4)(d)

Are you a member of law enforcement (active or former), a firefighter, judge or any other protected status as defined by Florida Statute 119.071(4)(d)? Yes No

6-MAILING ADDRESS – Street (include apt # or suite number)

Street Address City State ZIP

(Area Code) Phone Number (Area Code) Fax Number

E-mail Address

7-REMIT ADDRESS - Street (include apt # or suite number) Same as mailing address? YES

Street Address City State ZIP

PART II – TAXPAYER IDENTIFICATION NUMBER (TIN)

Enter your TIN in the Appropriate box. The TIN provided must match the name given on the Line 1 to avoid backup withholding. For Individuals, this is your social security number (SSN). For other entities, it is your employee identification number (EIN).

SSN		TIN/EIN	
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PART III -- CERTIFICATION

Under penalties of perjury, I certify that:

1	The number shown on this form is my correct TIN (tax payer identification number) or I am waiting for a number to be issued to me, <u>and</u>
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 <u>and</u>
3	I am a U.S. citizen or other U.S. person (see definition below).

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding

Sign Here		Date	
>		>	

Florida Statute 119.07 (5) and the Federal Privacy Act of 1974; Collection of Social Security Numbers
 The City of Tampa collects your social security number for the purposes of tax reporting to the Department of the Treasury, Internal Revenue Service (IRS) and for identity verification purposes. Florida Statute 119.07 (5) and the Federal Privacy Act of 1974 require the City to notify you in writing of the reason for collecting this information which will be used for no other purpose than herein stated.

GENERAL INSTRUCTIONS (section references are to the Internal Revenue Code unless otherwise noted).

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 the 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.