

## **City of Airway Heights**

Finance Department 1208 S. Lundstrom St. Airway Heights, WA 99001 Tel. (509) 244-5578 Fax (509) 244-3413

### **VENDOR LIST APPLICATION FORM**

RCW 39.04.190 and the Airway Heights Municipal Code, Section 2.60.030, authorize the purchase of materials, supplies, equipment, and services without advertising and competitive bidding for purchases between \$7,500 and \$15,000. Using the Vendor List process the City shall obtain written and/or telephone quotations from 3 or more vendors on the City's Vendor List. If you want to be included on the City of Airway Heights Vendor List please complete the following. Approval grants each vendor <a href="2">2 years</a> to be on the official vendor list, after which it is the vendor's responsibility to re-submit.

Please print or type

Send completed form to City of Airway Heights, Finance Department, 1208 S. Lundstrom St., Airway Heights, WA 99001. Forms can also be faxed to: (509) 244-3413 or emailed to Addam Janke at <a href="mailto:ajanke@cawh.org">ajanke@cawh.org</a>. For any additional questions, you can call (509) 244-5578.

# **Business Information** Business Name: DBA: Business Mailing Address: Business Remittance Address: Phone Number: Fax Number: Email Address: Washington State UBI: \_\_\_\_\_ W-9 SSN/EIN Number: \_\_\_\_ **Supplies** Equipment Services **Police Fire Parks and Rec** Streets Water Sewer Information Technology **Telecommunications** Other (Not Listed Above) (Please write a very brief description of the type of commodities in the appropriate field above) I acknowledge that the above information is correct and true to the best of my knowledge. Signature **Print Name** Date Office Use Only:

Entered By: \_\_\_\_\_ Date: \_\_\_\_

Vendor Acc: \_\_\_\_\_ W-9 On File □

Form W=9 (Rev. January 2011) Department of the Treasury

# Request for Taxpayer Identification Number and Certification

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

mterna	Revenue Service	
Print or type Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax	
	classification (required): Individual/sole proprietor C Corporation S Corporation	Partnership Trust/estate
	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ► Exempt payee	
Prin : Ins	Other (see instructions) ▶	
See Specific	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 the "Name" line Social security number		
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		1
entitie	ntities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>	
TIN on page 3.		Employer identification number
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		Employer Identification Humber
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	<b>&gt;</b>
	La Company and the Company and	

### **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.