



VENDOR APPLICATION

City of Pensacola
Purchasing

purchasing@cityofpensacola.com

Phone: (850) 435-1835
Fax: (850) 435-1700

Vendors interested in being added to the City of Pensacola's vendor list should return the application to the Purchasing Office via fax, email or mail to City of Pensacola, Purchasing, 6th floor, City Hall, 222 West Main Street, Pensacola, FL 32502.

BUSINESS NAME

Legal Name of Company

"Doing Business As" Name

Initial Registration _____ Change of Information _____ Date _____



REMITTANCE ADDRESS (FOR PAYMENT TO YOU ON YOUR INVOICE)

Address _____

City _____ State _____ ZIP _____ Contact Name _____

Telephone Number _____ Toll Free # _____ Fax Number _____

Email: _____



CORRESPONDENCE ADDRESS (IF DIFFERENT THAN ABOVE)

Address _____

City _____ State _____ ZIP _____ Contact Name _____

Telephone Number _____ Toll Free # _____ Fax Number _____

Email: _____

STATE OF FLORIDA: In order for the City to do business with your firm, the firm must be registered with the State of Florida (www.sunbiz.org). **The City cannot issue payments to non-registered entities.**

Is your firm registered with the State of Florida? Yes _____ No _____

Signature of Person Authorized to Sign This Application

Title of Person Signing

Printed Name of Person Signing

Purchasing Department Use Only

Vendor #	Date Entered
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Commodities/Services List

Please place a checkmark by the class(es) you supply.

COMMODITIES

Agricultural Implements, Accessories, & Parts

- 020-01 Backhoe for Farm Tractor
- 020-04 Broadcast Planting Equipment
- 020-06 Chippers, Brush
- 020-12 Cutters, Saws, Brush, Motor Driven
- 020-34 Irrigation Equipment
- 020-36 Loaders, Tractor Mounted, Farm

Air Compressors, AC/Heating, Refrigeration & Related Equipment

- 030-10 Air Compressors
- 030-15 Compressors and Repair Parts
- 030-20 Air Conditioners and Heaters, Central Unit
- 030-30 Air Conditioning Accessories and Parts
- 030-40 Air Conditioners, Window Mounted and Floor Mounted
- 030-50 Air Cleaning Devices, Purifiers, Deodorizers
- 030-65 Ice Making Machines Cube and Flake Type
- 030-70 Coolers, Water Electric and Parts
- 030-73 Coolers, Water, Ice Type

Appliances and Equipment, Household

- 045-24 Dishwashers and Disposal Units, Household
- 045-31 Ranges, Household, Electric
- 045-72 Refrigerators and Freezers, Household

Automobile & Truck Accessories

- 055-03 Air Conditioners, Automotive
- 055-27 Heaters, Automobile & Truck
- 055-33 Lights, Automotive
- 055-42 Mirrors, Rear View, Inside & Outside
- 055-51 Power Takeoff, Automotive
- 055-57 Reflectors, Automotive
- 055-63 Splash Guards, Automotive
- 055-78 Vapor Injector, Automotive
- 055-81 Warning Lights & Alarms, Automotive

Automotive & Truck Maintenance Items & Replacement Parts

- 060-05 Axles, Trailer, Tandem & Single
- 060-10 Batteries, Wet Cell, All Types, including Electrolyte
- 060-12 Brake Fluid, Hydraulic
- 060-15 Brake Lining
- 060-20 Brakes, Repairs & Replacements (Not Automotive)
- 060-22 Cable & Terminals, Battery, Wet Cell, All Types
- 060-25 Cement & Additives, Cooling System, Internal Combustion Engine
- 060-26 Cleaners, Automotive, All Types
- 060-27 Chrysler (Mopar) Replacement Parts
- 060-30 Tires, New & Recapping
- 060-31 Drive Train Assemblies & Parts, Automotive
- 060-35 Electrical Accessories & Wiring, Automotive
- 060-40 Engine Parts (Other Than Bearings)
- 060-41 Muffler Parts
- 060-42 Filters, Automotive, Air, Coolant, Oil, Fuel & Transmission
- 060-45 Fittings for Tubing, Flare & Compression, Automotive
- 060-47 Ford Automotive Replacement Parts
- 060-50 FMC Replacement Parts
- 060-52 Fuses, Fuse Blocks & Fuse Holders; Automotive
- 060-55 General Motors Replacement Parts
- 060-61 Heil Replacement Parts
- 060-62 Hose, Automotive, All Types
- 060-69 Motorcycle Replacement Parts
- 060-70 Cooling System Repair Parts, Automotive
- 060-72 Replacement Parts, Companies not listed
- 060-80 Spark Plugs & Ignitors, Internal Combustion Engine
- 060-92 V-Belts, Automotive
- 060-99 Labor & Materials to Acquire/Install Equipment in this class

Automotive Bodies & Special Body Accessories for Trucks (Except School Buses)

- 065-02 Aerial Lifts, Personnel
- 065-07 Lifts, Platform, Telescoping
- 065-09 Bodies, Truck-Utility

- 065-10 Bookmobile Bodies
- 065-29 Dump Bodies
- 065-32 Firefighting Equipment Bodies
- 065-35 Flat Bed Bodies
- 065-73 Refuse and Garbage Collection Bodies
- 065-89 Tool Compartment Boxes for Trucks
- 065-96 Wrecker Bodies

Automotive Major Transportation Equipment

- 070-10 Law Enforcement Vehicles
- 070-20 Sedans, Station Wagons
- 070-30 Vans
- 070-40 Utility Vehicles
- 070-50 Trucks, Under One Ton
- 070-56 Motorcycles & Motor Scooters
- 070-60 Trucks, Over One Ton
- 070-70 Trailers, All Types
- 070-84 Vehicles, Utility, Small, Gas & Electric

Automotive Shop Equipment and Supplies

- 075-15 Cement, Automotive, Gasket, Trim & Weatherproofing
- 075-19 Cleaning Compounds, Automotive, Cold Tank, Hot Tank &
- 075-41 Hand Tools, Body Rebuilder's, Automotive
- 075-51 Lubrication Equipment, Lubesters, Oil Pumps, Guns, Hoses, Fittings, Funnels, Etc.
- 075-61 Parts Washing Equipment and Supplies, Automotive
- 075-73 Refinisher Products, Including Polish, Automotive
- 075-77 Decals
- 075-79 Specialty Products, Automotive Carburetor Cleaning Compounds, Starting Fluid, Radiator Flush, Etc.
- 075-86 Tapes, Masking, Automotive
- 075-93 Undercoating Compounds

Identification & Promotion Implements & Materials

- 080-07 Badges, Buttons, and Emblems
- 080-49 Identification Cards, with Photographs, Laminated
- 080-56 Jewelry, Pins, Rings, Service Awards, Etc.
- 080-63 Name Plates, Metal & Plastic, I.D.
- 080-84 Tags, Metal, Inventory, Proper
- 080-90 Awards, Medals, Plaques, and Trophies

Boats, Engines, Marine Supplies

- 120-10 Boats
- 120-20 Engines
- 120-40 Diving Equipment, Scuba & Skin

Building Parts & Supplies

- 155-50 Overhead Doors
- 155-70 Steel, Pre-Fabricated
- 155-75 Steel, Grating & Custom Made
- 155-80 Glass, Glazing Supplies
- 155-90 Lumber, Hardwood, All Kinds

Clothing, Shoes & Boots, Work & Athletic

- 200-03 Apparel, Athletic
- 200-05 Apparel, Wearing, Work, Male and Female, Shirts, Trousers, Blue Jeans, Coveralls, Etc.
- 200-07 Aprons
- 200-12 Caps, All Types
- 200-27 Emblems and Patches for Uniforms
- 200-32 Gloves
- 200-40 Shoes & Boots, All Types

Concrete Products & Supplies

- 210-39 Concrete Products. Furniture, Ornamentals, Etc.
- 210-42 Concrete, Ready Mixed
- 210-48 Culvert, Pipe, Concrete, and Related Construction
- 210-50 Asphaltic Concrete
- 210-60 Asphalt/Concrete Repair Materials, Including Patching Kits

Controlling, Indicating & Recording Instruments & Supplies

___ 220-55 Instruments, Radar, Traffic Control Type

Data Processing Equipment, Systems & Supplies

___ 250-09 Computers, All Types
 ___ 250-42 Data Processing Supplies, CD Packs, Flash Drives
 ___ 250-52 Data Processing Consumables
 ___ 250-60 Peripherals, Memory, Drives, Tape
 ___ 250-62 Peripherals, Digital Plotters
 ___ 250-64 Peripherals, Graphic Digitizers and Devices
 ___ 250-74 Peripherals, Plug Compatible, Printers
 ___ 250-79 Uninterruptible Power Supplies
 ___ 250-80 Software, Application Systems
 ___ 250-86 Software, Data Management Systems
 ___ 250-87 Laser Printer Cartridges
 ___ 250-88 Monitors

Electrical Equipment & Supplies

___ 285-01 ALL - Electrical Equipment & Supplies
 ___ 285-04 Ballasts, All Kinds
 ___ 285-12 Channels, Mechanical Type
 ___ 285-18 Conduit, Metal, Plastic, Fittings & Boxes
 ___ 285-28 Fuses, Fuse Blocks, Fuse Holders, Fuse Links, Etc.
 ___ 285-30 Generators, (Not Automotive) and Alternators
 ___ 285-32 Electrical Cables and Wires, Bare, Building, Control (Incl. Appliance Cords), Guy and Submarine
 ___ 285-33 Hardware and Supplies, Cable & Wire
 ___ 285-34 Insulation Materials, Electrical Tape, Plastic Cable Ties & Straps, Varnish, Etc. & Sealing Compounds
 ___ 285-40 Lamp Bulbs, Fluorescent, Incandescent & High Intensity Discharge
 ___ 285-44 Lighting Fixtures, Indoor, All Kinds
 ___ 285-45 Lighting Fixtures, outdoors
 ___ 285-68 Streetlights and Standards

Electronic Equipment

___ 300-10 Electronic Equipment, Miscellaneous

Engineering, Surveying, Blueprinting, & Mapping Equipment, Instruments & Supplies

___ 305-60 Lettering Equipment
 ___ 305-88 Surveying Instruments

Fencing

___ 330-24 Fencing, Metal, Chain Link and Accessories
 ___ 330-72 Fencing, Wood, and Accessories
 ___ 330-80 Fencing, Other
 ___ 330-96 Gates
 ___ 330-97 Operators, Gate

Fire Protection Clothing & Supplies

___ 340-10 Protective Clothing, Firefighter
 ___ 340-22 Fire Detection Equipment (Includes Alarms)
 ___ 340-31 Fire Extinguishers, Rechargers, and Recharging Materials
 ___ 340-50 Fire Suppression Systems, Chemical
 ___ 340-63 Hose, Nozzles, Valves and Couplings, Fire
 ___ 340-96 Sprinkler Automatic Fire Protection

First Aid & Safety Equipment (Except Welding & Nuclear)

___ 345-06 Caps, Hats, Helmets, Hoods, Face Shields, Goggles, Safety
 ___ 345-12 Clothing and Belts, Safety (Not Automotive)
 ___ 345-24 Detectors and Parts, Dust and Gas
 ___ 345-42 First Aid Kit, Unitized, and Refills
 ___ 345-54 Gloves, Safety
 ___ 345-66 Masks, Filters, and Parts, Dust and Gas
 ___ 345-70 Ear Protectors, Disposable Insert Type, Reusable Insert Type, Ear Muffs
 ___ 345-80 Respiratory Protection Equipment and Parts
 ___ 345-90 Vests, Safety

Flags, Flagpoles, Banners, & Accessories

___ 350-80 Flags, Presentation, U.S., Florida, International, All Types
 ___ 350-85 Flags, caution, warning tape, all types

Floor Covering (Except Fabric)

___ 355-01 Carpet & Installation
 ___ 355-30 Floors, Gymnasium, Recreational, All Purpose, All Types

Fuel, Lubricants, & Oil (Except Refrigeration Compressor Oils)

___ 405-10 Fuel, Diesel
 ___ 405-20 Fuel, Gasoline, Low-Lead, Regular, Unleaded
 ___ 405-30 Fuel, Natural Gas & Gas Storage Management
 ___ 405-40 Additives, Fuel, Lubricants & Oil
 ___ 405-42 Grease, Lubricating
 ___ 405-45 Oil, Automatic Transmission
 ___ 405-55 Oil, Cutting
 ___ 405-60 Oil, Hydraulic
 ___ 405-62 Oil, Lubricating, Internal Combustion Engine
 ___ 405-75 Oil, Penetrating and Graphite, Special Use
 ___ 405-82 Oils, Transformer and Heat Transfer

Fuel Pumps and Accessories (Except Laboratory, Hospital, Refrigeration and Tire Pumps)

___ 410-04 Automated Fueling System
 ___ 410-39 Pumps, Gasoline and Diesel Fuel
 ___ 410-66 Tanks, Steel, Portable Types
 ___ 410-80 Pumps, Wess, All Types
 ___ 410-99 Test

Furniture, Non-Office

___ 420-03 Bleachers, Stadium & Portable
 ___ 420-07 Chairs, Folding, Tables and Chair Trucks, Metal
 ___ 420-20 Lockers
 ___ 420-40 Furniture, Library (Carrels, Book Trucks, Card Cabinets, Tables, Etc.)
 ___ 420-50 Tables, Drafting
 ___ 420-51 Stools, Drafting
 ___ 420-53 Drafting Plan and Map Files
 ___ 420-60 Mail Room Furniture and Accessories
 ___ 420-75 Mattresses and Bedspings
 ___ 420-80 Curtains, Draperies, Drops, Etc.
 ___ 420-85 Blinds, All Types
 ___ 420-90 Lighting Equipment & Accessories

Furniture, Office

___ 425-03 Bookcases and Bookshelves, Wood
 ___ 425-06 Cabinets, File: Vertical, Steel
 ___ 425-11 Chairs: General Office, Contemporary Style
 ___ 425-21 Desks, Tables, and Credenzas
 ___ 425-30 Files, Automated
 ___ 425-51 Furniture, Data Processing, Office
 ___ 425-56 Open Office Systems
 ___ 425-60 Office Furniture Installation

Hand Tools, General Purpose

___ 445-01 ALL - Hand Tools, General Purpose
 ___ 445-02 Axes, Bush Hooks, Hatchets, Etc.
 ___ 445-06 Blades, Hacksaw, Coping, Keyhole, Etc.
 ___ 445-12 Cutters, Bolt, Cable, Chain, Hand Operated
 ___ 445-18 Diggers, Post Hole, Earth Augers, Etc.
 ___ 445-22 Drills, Hand, Push "Yankee" Type
 ___ 445-28 Files and Rasps
 ___ 445-34 Hammers, Mallets, Sledges, Etc.
 ___ 445-36 Handles, Tool, All Kinds
 ___ 445-38 Hoes, Rakes, Weed-Cutters, Etc.
 ___ 445-44 Picks and Mattocks
 ___ 445-48 Pliers, All Kinds, Nippers, Diagonal Cutters, Etc.
 ___ 445-56 Rules, Extension, Folding Tape, Squares, Etc.
 ___ 445-58 Saws: Hack, Hand, Keyhole, Pruning, Etc.
 ___ 445-60 Scoops, Shovels, Spades, Spading Forms, Etc.
 ___ 445-62 Screwdrivers, All Kinds
 ___ 445-64 Shears. Grass, Hedge, Lopping, Pruning, Etc.
 ___ 445-72 Tool Boxes and Chests
 ___ 445-74 Tool Sets, All Kinds
 ___ 445-80 Wrenches, All Kinds, Excluding Sockets and Accessories

Hardware, Shelf Hardware, & Allied Items

___ 450-01 ALL - Hardware, Shelf & Allied Items
 ___ 450-05 Bolts, Nuts, and Washers
 ___ 450-06 Screws, Cap, Machine, Set, Sheet, Metal, Wood, Etc.
 ___ 450-09 Adhesives
 ___ 450-10 Adhesive, Epoxy Based
 ___ 450-12 Batteries, Dry Cell
 ___ 450-13 Bins, Cabinets, and Shelves, Metal (Not Office)
 ___ 450-25 Brushes, Hand

- ___ 450-34 Chain, Steel, Link, Machine, Tow, Etc.
- ___ 450-36 Clamps, All Types
- ___ 450-38 Containers and Compactors, Refuse
- ___ 450-40 Cords and Ropes. Cotton, Manila, Nylon, Sisal, Etc.
- ___ 450-42 Bags, Burlap or Jute, New and Used
- ___ 450-44 Flashlights and Lanterns Battery Type
- ___ 450-65 Ladders, Metal
- ___ 450-73 Oilers, Hand
- ___ 450-79 Sandpaper, Emery & Crocus Cloth
- ___ 450-91 Workbenches, Tables, Stands and Cradles

Intercom, PA Systems, Television & Electronic Components/Accessories

- ___ 480-47 Public Address Equipment and Systems
- ___ 480-49 Assistive Listing Devices for Hard of Hearing
- ___ 480-60 Tape/CD/DVD, Audio Recorders & Players
- ___ 480-85 Television & Components
- ___ 480-90 VCR/DVD/Blu-Ray Recorder/Player
- ___ 480-95 Closed Caption Decoder

Janitor Supplies, General Line

- ___ 485-01 ALL - Janitor Supplies, General Line
- ___ 485-05 Applicators, Floor Finish, All Types, Except Brushes
- ___ 485-06 Bags and Liners
- ___ 485-07 Bottles for Detergents, Cleaners
- ___ 485-10 Brooms and Brushes
- ___ 485-15 Cleaner, Hand, Mechanics, Water and Waterless Types
- ___ 485-17 Cleaner, Hard Surface, General Purpose, Liquid/Aerosol
- ___ 485-25 Cleaner, Toilet Bowl, Granular and Liquid
- ___ 485-27 Cleaner, Window and Mirror, Aerosol and Liquid
- ___ 485-30 Deodorant Blocks, All Types
- ___ 485-32 Deodorants, Room, Aerosol, Liquid and Blocks
- ___ 485-42 Disinfectants, Aerosol Spray
- ___ 485-47 Dispensers for Paper Towels, Toilet Tissue, Cups
- ___ 485-50 Wiping Cloths, New and Reclaimed
- ___ 485-53 Wipers, Shop Use, Cellulose & Paper
- ___ 485-55 Dusting Cloths, Treated
- ___ 485-57 Floor Cleaners, Polishes, Waxes, Floor Sealer and Dust Mop Treating Compound
- ___ 485-60 Floor Sweeping Compound and Oil
- ___ 485-62 Furniture Polish
- ___ 485-63 Garbage Cans, Buckets, Pails, Tubs, Waste Receptacles, and Dust Pans, Etc.
- ___ 485-65 Insecticides and Repellents, Household
- ___ 485-75 Mop Buckets, Trucks, Wringers, and Attachments
- ___ 485-77 Mops and Handles. Dry, Treated, and Wet Types
- ___ 485-82 Carpet Cleaning Chemicals
- ___ 485-83 Vacuum Cleaner Parts
- ___ 485-90 Soap, Hand, Bar, Liquid, and Powdered
- ___ 485-95 Detergents, Synthetic and Germicidal
- ___ 485-96 Soaps, Surgical Scrub, Hexachlorophene, Iodine, & Phenol Types

Library Machines & Supplies

- ___ 525-10 Binders, Covers, Jackets, Protectors, Sticks, Etc.
- ___ 525-21 Book, Ends, Cards, Slips, Etc.
- ___ 525-30 Book Mending, Rebinding and Repairing Supplies
- ___ 525-60 Library Catalogue Cards and Accessories
- ___ 525-70 Library Labeling Sup., Labels, Letters, Signals, Signs, Tapes, Etc.
- ___ 525-75 Library Machines

Machinery and Heavy Hardware

- ___ 545-04 Cleaning Equipment, Water and Steam, High Pressure, Portable and Stationary
- ___ 545-10 Sandblaster, Portable & Stationary
- ___ 545-31 Aircraft Boarding Device for Disabled Passengers
- ___ 545-50 Solid Waste Compactors, Large
- ___ 545-60 Sweeper, Scrubbers Walk Behind & Riding
- ___ 545-70 Forklift, Ramps, Metal and Wood
- ___ 545-72 Forklift, Electric, Gas, LPG, and Riding

Markers, Plaques, Signs, & Traffic Control Devices

- ___ 550-10 Arrow Boards
- ___ 550-35 Parking Meters and Accessories
- ___ 550-36 Thermo Plastic Marking Compound
- ___ 550-42 Poles, Strain, Signal and Light, Arms, Brackets, and Pedestals
- ___ 550-49 Recorders, Traffic
- ___ 550-65 Sign Posts, Aluminum and Steel (Breakaway Type)

- ___ 550-68 Sign Cutting Machine
- ___ 550-69 Signs, All Types (Other than Highway)
- ___ 550-70 Sign, Highway, and Accessories: Z Bar Backing, Tri-Sets
- ___ 550-71 Sign, Electronic Visual Display System
- ___ 550-82 Traffic Cones and Traffic Lane Markers, Barricades, Portable
- ___ 550-85 Traffic Signals

Microfilm, Microfiche, Microfilming Equipment, & Supplies

- ___ 575-11 Cabinets, Filing Boxes, and Frame Mounters
- ___ 575-27 Microfiche, and Microfilm Supplies
- ___ 575-44 Microfilm Supplies, Chemicals, Jackets, Mailers, Paper, Etc.
- ___ 575-66 Raw Microfilm, Microfiche and Processing
- ___ 575-78 Reader Printers, Microfiche, Microfilm
- ___ 575-88 Recorder, Computer Output (Microfilm, Microfiche)

Nursery & Lawn Equipment

- ___ 585-20 Fertilizer, Granulated or Pelletized, Commercial
- ___ 585-21 Fertilizer, Liquid All Types
- ___ 585-28 Distributors, Fertilizer, Top Dresser
- ___ 585-30 Agricultural and Industrial Poison
- ___ 585-31 Pesticides and Herbicides
- ___ 585-56 Mowers, Gang, Reel Type, Self-Propelled and Towed
- ___ 585-63 Mowers, Lawn, Manual and Power
- ___ 585-70 Rakers, Lawn, Power
- ___ 585-85 Tractors, Wheel Type W/Backhoe & Front Loader Combination
- ___ 585-88 Tractors, Garden
- ___ 585-90 Sprayers
- ___ 585-91 Hose, Garden (Water). Plastic and Rubber
- ___ 585-94 Sprinkler Systems, Lawn and Turf and Parts

Nursery Supplies, Bulbs, Flower Seeds, Plants, Trees, Etc.

- ___ 595-58 Plants, Nursery
- ___ 595-60 Trees, Ornamental and Shade
- ___ 595-70 Seed, Grass
- ___ 595-80 Sod

Office Machines, Equipment, & Accessories

- ___ 600-21 Calculators, Electronic
- ___ 600-24 Cash Registers and Cash Drawers
- ___ 600-28 Change Makers, Coin Counters, Money Handling Machines, Vending Machines, Etc.
- ___ 600-31 Check Machines, Writing, Signing, Protections, Etc.
- ___ 600-32 Copying Machines
- ___ 600-33 Chemicals and Supplies for Copying Machines
- ___ 600-36 Copy Boards, Electronic
- ___ 600-48 Daters, Band, Numbering, Time Machines, Etc.
- ___ 600-52 Dictation Equipment, mini/micro/standard tape/CD/DVD
- ___ 600-66 Mailing Machines
- ___ 600-76 Postage Meters, Accessories and Supplies
- ___ 600-86 Transparency Making Copying Machines

Office Supplies, Miscellaneous

- ___ 618-01 Office Supplies-Binders, Labels, Staplers, Tape & Dispensers, Files, Pens, Pencils, Markers, Etc.
- ___ 618-02 Office Supplies-Paper Products
- ___ 618-03 Office Supplies-Ribbons, Typewriter, Calculator & Printer
- ___ 618-04 Promotional Supplies

Paint, Protective Coatings, Varnish, Wallpaper, & Related Items

- ___ 630-02 Brushes, Paint
- ___ 630-32 Paints, Aerosol Spray
- ___ 630-67 Primer
- ___ 630-85 Thinners, Other for Paint

Paper, Plastic and Synthetic Products, Disposable

- ___ 640-49 Paper Products, Cups, Tissue, Etc.
- ___ 640-52 Envelopes, Catalog (Kraft)
- ___ 640-54 Envelopes, Plain, Stock Sizes
- ___ 640-71 Tape, Gummed, Kraft
- ___ 640-75 Toilet Tissue
- ___ 640-76 Towels, Paper
- ___ 640-90 Paper Products (Containers, Cups, Plates, Etc.)

Paper, For Office & Print Shop Use

- ___ 645-09 Binder Sheets. Columnar, Journal, Etc.
- ___ 645-12 Bond, Cut, Misc. Office Paper and Envelopes
- ___ 645-14 Books, Pads, Tablets, Forms, Etc. for General Office
- ___ 645-16 Cards, Index (File)

- ___ 645-18 Covers, Brief, Manuscript, Report, Pressboard, Etc.
- ___ 645-20 File Folders, All Types
- ___ 645-22 Paper, Adding Machine, Calculator
- ___ 645-24 Paper, Carbon & Carbonless (Print Shop Use Only)
- ___ 645-27 Paper, Continuous, Carbonless

Photographic Equipment, Supplies & Services

- ___ 655-09 Camera Accessories
- ___ 655-18 Cameras, Movie and Still
- ___ 655-45 Darkroom Equipment and Supplies
- ___ 655-72 Identification Systems, Photographic
- ___ 655-90 Thermal Imaging Cameras

Plumbing Equipment, Fixtures & Supplies

- ___ 670-02 Water Heater, Accessories & Parts
- ___ 670-03 Water Heater, Natural Gas
- ___ 670-06 Compound, Pipe Joint
- ___ 670-49 Pipe & Fittings Plastic, PVC

Police & Correctional Equipment & Supplies

- ___ 680-05 Ammunition
- ___ 680-07 Belts, Cases, Holsters and Scabbards, Shop-Made
- ___ 680-17 Security Systems and Equipment
- ___ 680-35 Drug Identification Kits, Police
- ___ 680-37 Fingerprinting Equipment and Supplies
- ___ 680-45 Guns, Pistols, Rifles and Shotguns
- ___ 680-49 Firearms Training
- ___ 680-50 Lights, Racks, and Speakers, Emergency, Vehicle
- ___ 680-77 Targets, Target Posters
- ___ 680-85 Vests, Armored, Police Protection

Printing

- ___ 691-01 General
- ___ 691-03 Forms, Continuous, Carbon and Carbonless
- ___ 691-04 Booklets, Pamphlets, Magazines
- ___ 691-06 Related Graphic Services & Binding
- ___ 691-76 Forms, Sets, Padded, Dry Ink (Xerographic) Process
- ___ 694-39 Forms, Carbonless Stock, Multiple Parts, Fan Parts

Printing Plant Equipment & Supplies (Except Papers)

- ___ 700-04 Bindery Equipment & Machinery
- ___ 700-24 Graphic Art Equipment, Cameras, Engraving Machines, Photo-Engravers, Processors, Etc.
- ___ 700-48 Offset Printing (Duplicating/Lithographing) Equipment
- ___ 700-52 Offset Printing Supplies, Blankets, Chemicals, Covers, Inks, Pads, Plates/Master, Sleeves
- ___ 700-56 Paper Cutters and Trimmers, Electric

Publications

- ___ 715-10 Books-In-Print
- ___ 715-20 Directories

Radio and Telecommunications Equipment and Accessories

- ___ 725-27 Radar, Speed, Monitoring
- ___ 725-32 Radios, Auto
- ___ 725-33 Radios, Cellular Mobile Telephone
- ___ 725-40 Antennas & Accessories (Radio)
- ___ 725-50 Radios, Two-Way, Base Station, Control Station,
- ___ 725-52 Radios, Two-Way, Portable, Personal
- ___ 725-56 Radios, Two-Way, Land, Mobile, Public Safety
- ___ 725-58 Radios, Two-Way, Land, Mobile
- ___ 725-62 Recorders, Tape, Communication Systems, Monitoring
- ___ 725-63 Multi-Channel Voice Logging Cassette/CD/DVD Recorder
- ___ 725-72 Towers, Antenna, Metal
- ___ 725-99 Test

Telecommunications Systems, Equipment & Accessories

- ___ 730-03 Telephone Instruments and Accessories, Answering Devices, Recorders, Etc.
- ___ 730-19 Data Communications Equipment, Modems, Synchronous
- ___ 730-31 Telephone Systems
- ___ 730-35 Fiber Optic Cables

Road and Highway Major Equipment

- ___ 760-12 Cranes, Truck Mounted
- ___ 760-24 Ditching Machines
- ___ 760-48 Loaders, Scoop Type-Pneumatic Tired
- ___ 760-72 Rollers, Vibratory Compaction

- ___ 760-80 Street Sweepers
- ___ 765-39 Epoxy Dispensing Machines, for Placing Buttons & Markers
- ___ 765-43 Flail Mower, For Tractor Mounting or Towing
- ___ 765-57 Pneumatic Machines, Demolition Tools, Paving
- ___ 765-64 Rotary Mower, Tow Type for Tractor Mounting or Towing
- ___ 765-78 Striping Machines and Accessories
- ___ 765-84 Sweepers, Drag Brooms, Etc.
- ___ 765-90 Tractors, Wheel Type, Diesel or Gas Engine, Three

Sporting, Athletic, Park & Playground Equipment

- ___ 805-08 Benches, Picnic Tables, Etc.
- ___ 805-20 Landscape Curbing, Wood, Plastic
- ___ 805-30 Slides, Swings, Seesaws, Sandbox, Climbers, Etc.
- ___ 805-59 Gymnasium Apparatus and Equipment
- ___ 805-77 Softball Equipment
- ___ 805-80 Swimming Pool Equipment
- ___ 805-87 Tennis Equipment

Gas Equipment and Accessories

- ___ 890-07 Boxes, Plastic Valve
- ___ 890-08 Boxes, Curb & Meter
- ___ 890-10 Cathodic Protection Equipment
- ___ 890-14 Valves, All types
- ___ 890-15 Service Risers, Gas
- ___ 890-16 Supervisory Control Equipment
- ___ 890-17 Index, pressure and electronic
- ___ 890-18 Pressure Regulators
- ___ 890-19 Meters, Gas
- ___ 890-20 Pipe, Gas, Heavy Tools
- ___ 890-21 Meter Provers
- ___ 890-22 Meter Reading Device
- ___ 890-23 Metal Detectors, Pipe locators, Etc.
- ___ 890-27 Leak Detector Soap
- ___ 890-28 Detection Odorant, gas additive
- ___ 890-30 Odorization Pumps
- ___ 890-38 Pipe Coatings
- ___ 890-39 Pipe Fittings, cast iron
- ___ 890-40 Pipe and Fittings, brass, galvanized, black
- ___ 890-41 Pipe and Fittings, plastic
- ___ 890-42 Pipe and Fittings, stainless steel
- ___ 890-43 Pipe Fittings, Steel, Screwed, Flanged and Welded
- ___ 890-44 Pipe and Fittings, Flex
- ___ 890-45 Pipe and Fittings, copper
- ___ 890-51 Pipe clamps and couplings
- ___ 890-52 Pipe, steel black and galvanized
- ___ 890-77 Testers, gas

CONTRACTUAL SERVICES

Airport Operation Services

- ___ 905-02 Baggage Handling System Operation/Maintenance
- ___ 905-03 Passenger Boarding Bridges
- ___ 905-04 Air Service analyst
- ___ 905-05 Flight Information Display
- ___ 905-55 Rental Car Concessionaire

Architect, Engineer & Other Professional Design Services

- ___ 906-04 Architectural Services
- ___ 906-05 Landscape Architecture
- ___ 906-25 Engineering Services
- ___ 906-30 Environmental Engineering
- ___ 906-64 Urban Planning
- ___ 906-26 Control Systems Engineering

Building Maintenance & Repair Services

- ___ 910-16 Masonry
- ___ 910-17 Carpentry
- ___ 910-19 Carpet Cleaning
- ___ 910-20 Doors, Automatic, Installation and Repair
- ___ 910-21 Doors, Installation and Repair
- ___ 910-22 Windows, Installation and Repair
- ___ 910-23 Shutters, Storm and All Types
- ___ 910-25 Elevators, Passenger o Freight
- ___ 910-27 Fire Protection Equipment Maintenance
- ___ 910-30 Heating Contractors/Air Conditioning Contractors
- ___ 910-31 Insulation Installation/Repair
- ___ 910-42 Janitorial Services

___ 910-63 Painting & Other Services, Interior & Exterior
 ___ 910-65 Plumbing
 ___ 910-66 Drywall
 ___ 910-68 Roofing Services
 ___ 910-71 Tinting, Windows, All Types
 ___ 910-72 Window Cleaning
 ___ 910-73 Specialized Cleaning, All Types
 ___ 910-75 Building Cleaning & Sandblasting, Exterior

Communications & Media Related Services

___ 915-03 Advertising, Promotional, Public Relations
 ___ 915-25 Communication Consultant
 ___ 915-30 Data Network Services
 ___ 915-40 Web Hosting, Web Services
 ___ 915-61 Photographic Services & Audio-Video
 ___ 915-62 Publishing & Related Services
 ___ 915-68 Radio & Telecommunications Equipment
 ___ 915-75 Telephone Services

Data Processing Services & Software

___ 920-10 GIS/CAD Services
 ___ 920-15 Data Processing Equipment & Systems
 ___ 920-22 EDP Management Consultant Services
 ___ 920-30 Public Safety
 ___ 920-73 Software Services

Equipment Maintenance & Repair

___ 939-10 Calculators, Repair & Maintenance
 ___ 939-15 Copying Machines, Repair & Maintenance
 ___ 939-75 Typewriters, Repair & Maintenance
 ___ 939-90 Small Engine Repair

Financial Services

___ 946-02 Accounting, Auditing, Billing & Collecting
 ___ 946-22 Economic Development Services
 ___ 946-25 Banking, Credit Card Services
 ___ 946-26 Bonds, Legal Counsel
 ___ 946-28 Leasing
 ___ 946-30 Investment & Financial Consultant Services
 ___ 946-35 Insurance Consultant Services

Health Related Services

___ 946-39 Dental Insurance
 ___ 946-40 Managed Health Care
 ___ 946-42 Accident and Health
 ___ 946-44 Life
 ___ 948-18 Doctors, Physicians & Surgeons (All Types)
 ___ 948-76 Employee Assistance Program

Human Resources

___ 952-25 Facility Management
 ___ 952-47 Laundry, Dry Cleaning, Sewing, & Tailoring
 ___ 952-52 Management Consultant Services
 ___ 952-63 Personnel Services
 ___ 952-70 Training Personnel
 ___ 952-78 Transportation of People (Air, Land, & Sea)
 ___ 952-79 Travel Agencies & Bureaus

Miscellaneous Professional Services

___ 961-05 Archaeological Services
 ___ 961-10 Market Research
 ___ 961-15 Auctioneer Services
 ___ 961-20 Urban Environmental Assessment/Remediation (brownfields)
 ___ 961-21 Environmental Studies Services
 ___ 961-22 Energy Consulting Services
 ___ 961-23 Grant Writing & Consultation
 ___ 961-24 Legal Services
 ___ 961-25 Geotechnical Testing
 ___ 961-45 Real Estate Services
 ___ 961-72 Surveyor Services
 ___ 961-75 Title Company / Title Searches
 ___ 961-77 Property Appraisal
 ___ 961-81 Disaster Recovery Consultant Services

Miscellaneous Services

___ 962-15 Concession Services, All Types
 ___ 962-25 Exterminating, Fumigating, Pest Control

___ 962-26 Food & Catering
 ___ 962-32 Mold Remediation
 ___ 962-33 Hazardous Waste Disposal Services
 ___ 962-36 Code Enforcement/Inspections
 ___ 962-38 Interpreter Services
 ___ 962-51 Microfilming Services
 ___ 962-58 Operation of Vending Machines & Concession
 ___ 962-60 Operation of Public Parking Facility
 ___ 962-61 Plants-Interior Design, Leasing & Maintenance
 ___ 962-68 Records Management
 ___ 962-71 Rental of Portable Toilets
 ___ 962-76 Trash, Garbage, paper Removal
 ___ 962-77 Trucking, Hauling & Moving
 ___ 962-88 Wrecker & Towing Services (All Types)

Printing, Publishing

___ 966-05 Bookbinding, Repairing, of Printed Materials

Public Works, Construction & Related Services

___ 912-23 General Construction
 ___ 968-08 Building Contractors (Commercial)
 ___ 968-10 Demolition & Removal Services (All Types)
 ___ 968-12 Cathodic Protection Services
 ___ 968-13 Underwater Diving Services
 ___ 968-14 Marine Construction (Marine-Docks, Seawalls, Etc.)
 ___ 968-16 Dredging Services
 ___ 968-20 Mechanical Contractors
 ___ 968-21 Electrical Services
 ___ 968-24 Excavating Services
 ___ 968-29 Fuel Storage Tank Removal
 ___ 968-60 Construction, Maintenance, Repair of Swimming Pools
 ___ 968-61 Paving
 ___ 968-62 Concrete Construction & Repair
 ___ 968-63 Public Utility/Underground Construction
 ___ 968-67 Railroad Construction
 ___ 968-68 Road Building; Bridges, Culverts, Etc.
 ___ 968-74 Road/Runway Striping & Marking
 ___ 968-77 Road/Runway Rubber Removal
 ___ 968-80 Steel Fabrication/Installation
 ___ 968-90 Welding

Groundskeeping, Roadside & Park Maintenance

___ 988-35 Erosion Control/Sedimentation Installation
 ___ 988-38 Irrigation System Design/Installation
 ___ 988-45 Landscaping & Lawn Care Services
 ___ 988-46 Sodding
 ___ 988-47 Tree Trimming
 ___ 988-49 Landclearing, Brush/Undergrowth Removal

Security, Fire, Safety & Emergency Services

___ 990-25 Fire Fighting Services
 ___ 990-33 Guard and Security
 ___ 990-60 Sprinkler Systems, Fire, Design/Install/Maintenance
 ___ 990-70 Lock & Safe Services
 ___ 999-01 Information only Vendors

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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <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. 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. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 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 generally 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.

Social security number									
-				-					
or									
Employer identification number									
-									

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

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 on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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? on page 2.

By signing the filled-out form, you:

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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following persons must give 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:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

- 1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
- 2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
- 3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
- 4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
- 5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

NOTICE REGARDING SOCIAL SECURITY NUMBERS

Federal and State laws require the City of Pensacola to provide written notice when a social security number is being obtained by the City. The City utilizes social security numbers for identification, tax reporting, applications for assistance and income verification as required by applicable program requirements under state or federal law, claims handling and data management purposes only, and all federal and state statutes regarding confidentiality and restriction of use are adhered to. The disclosure is authorized pursuant to F.S. 119.071, and no right, benefit or privilege may be denied because of the refusal to disclose a social security account number, unless collection of the social security number is mandated by law or required to be disclosed to provide assistance.

In addition: Due to the potential for external electronic interference, your Social Security number may be at risk if sent via email. For your security, returning this vendor application via fax, mail or hand-delivery might be preferable.