



Mailing Address:
 Palm Beach County Tax Collector
 Finance & Budget Department
 P.O. Box 3715
 West Palm Beach, FL 33402-3715
 Phone Number: (561)355-6767
 Fax Number: (561)355-3814
 Web Address: www.pbctax.gov

FOR TCO USE ONLY	
Vendor No.	_____
Date Entered	_____
Entered By	_____

VENDOR REGISTRATION FORM

Check those that apply to your firm:			
<input type="checkbox"/> New Application	<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Revised Application	<input type="checkbox"/> Partnership	<input type="checkbox"/> Individual	<input type="checkbox"/> Other
Federal ID Number (Attach completed W-9 Form)		Social Security Number (Attach completed W-9 Form)	
Company Name (must match name to which Federal ID or Social Security Number is assigned)			
Parent Company Name or DBA (if applicable)			Business Hours
Street Address			
City	State	Zip	
County	Country (if not a USA firm)	Web Address	
Mailing Address			
City	State	Zip	
County	Country (if not a USA firm)		
Business Contact Person			
Phone Number	Toll Free Number	Fax Number	E-mail Address
Billing Contact Person			
Phone Number	Toll Free Number	Fax Number	E-mail Address
In this section, MAKE ONLY 1 SELECTION, FROM EACH OF THE 2 BOXES, that best describes your company.			
<u>Business Classification</u> <input type="checkbox"/> Non-Minority <input type="checkbox"/> Small Business-State* <input type="checkbox"/> Small Business-Federal		<u>51% Minority-Owned & Operated</u> <input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American <input type="checkbox"/> American Women	
* Described as employing 200 or fewer full time employees and together with its affiliates has a net worth of not more than \$5 million; and is domiciled in the State of Florida.			
Licenses and Certifications			
Palm Beach County Business Tax Number _____		Expiration Date _____	
Additional Licenses/Certifications			
Type _____	Number _____		
Issuing Agency _____	Expiration Date _____		
Type _____	Number _____		
Issuing Agency _____	Expiration Date _____		

PALM BEACH COUNTY TAX COLLECTOR VENDOR REGISTRATION FORM

ONLY list the types of goods/services directly supplied by your organization.

1)	4)	7)
2)	5)	8)
3)	6)	9)

List four(4) references to whom you have provided goods/services within the past two(2) years (*include name, address, telephone #*)

Reference 1	Name _____	Phone Number _____
	Address _____	
Reference 2	Name _____	Phone Number _____
	Address _____	
Reference 3	Name _____	Phone Number _____
	Address _____	
Reference 4	Name _____	Phone Number _____
	Address _____	

Company Officials/Principals

Name _____	Position/Title _____
Name _____	Position/Title _____
Name _____	Position/Title _____
Name _____	Position/Title _____

Company Officials/Principals/Employees who are PBC Tax Collector Employees or related to PBC Tax Collector Employees

Name _____	Name of TCO Employee	_____
Position Title _____	Relationship	_____
Name _____	Name of TCO Employee	_____
Position Title _____	Relationship	_____

Attach additional sheet if needed.

If any of the preceding information changes, please submit an updated Vendor Registration Form.

Company Officer's/ Principal's Authorization

Signature

Printed Name _____

Title _____

Date _____

Return to: Tax Collector, Palm Beach County
Finance & Budget Department
P.O. Box 3715
West Palm Beach, FL 33402-3715

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.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	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 Line 1 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 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 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).

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 ▶
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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.

The person who gives 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 is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,