Purchasing Division 877 Cedar Street, Suite 100, Santa Cruz, CA 95060 · 831 420-5080 · Fax: 831 420-5061 · www.cityofsantacruz.com

Step 1: Complete company information:

Business Name: _____

Owners Name(s), if sole proprietor or partnership: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax : _____

Email (for bids): _____

Request for Taxpayer Identification Number and Certification (Substitute IRS Form W-9)

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Partnership ☐ Corporation ☐ Exempt payee

☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation,P=partnership: _____

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given to avoid backup withholding. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

SSN: ☐☐☐☐☐☐☐☐☐ **or** EIN: ☐☐☐☐☐☐☐☐☐

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. 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 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.

☐ Check box if you agree to the above certification.

Certification completed by: _____ Date: _____

Step 2: Select all codes that you wish to receive bids for and write them in the spaces provided below. The list must be accessed on-line at http://cityofsantacruz.com/home/showdocument?id=51928.

Code # (5-digits)	Brief code description	Code # (5-digits)	Brief code description

If necessary, use additional sheets to list more codes.

Step 3: ☐ Check box if you would like to be included in the City's emergency resource list.

Return the completed form via email or via fax to 831/420-5061, or via mail to the above address.