



VENDOR APPLICATION PACKAGE

2022-2023 FISCAL YEAR

INSTRUCTIONS:

In order to receive payment or reimbursement issued by the Borough of Leonia, this form must be completed by the recipient or company. To determine what requirement(s) are necessary for your specific transaction, please refer to the spreadsheet below (Type of Vendor) to identify your required paperwork. Next, find and complete the appropriate form(s) included in the "Vendor Application Package". Once completed, have all required forms emailed to the Purchasing Department. To make sure your packet was successfully received and that all the submitted documentation is correct and/or to get assistance, please contact the Purchasing Department at tlindsey@leonianj.gov. Please email the completed required forms only.

IMPORTANT: THIS FORM MUST BE SIGNED AND SUBMITTED BY THE USING DEPARTMENTS OR BOROUGH EMPLOYEES ONLY. FORMS SUBMITTED DIRECTLY FROM VENDORS WILL NOT BE PROCESSED.

REQUIREMENTS:

The following forms are included with this package:

1	Vendor Information Form - Required for all vendors	✓
2	Form W-9 - Required for all vendors	✓
3	New Jersey Business Registration Requirements – Required for all vendors	✓

VENDOR INFORMATION FORM

TO BE COMPLETED BY VENDOR: E-MAIL - TAX ID - NJBRC ARE REQUIRED

Vendor Name:

Vendor Address:

City: State: Zip:

Contact Name: E-mail:

Phone #: Fax #:

1099 Yes/No Type: NJ BRC # Tax ID Number:

Please note that additional information may be required before any business can be performed, including Business Registration Certificate, Political Contribution Disclosure and Insurance Information.

Vendor Secondary/Payment Address (If any)

Vendor Address:

City: State: Zip:

I declare that no member of the Borough of Leonia, nor any office or employee or person whose salary is payable in whole or in part by said Borough is directly or indirectly interested in this transaction or in the supplies, material, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Borough member, employee or officer has an interest in the transaction, apart from reimbursements to Borough employee's, then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Further, it is understood that this vendor understands that no employee of the Borough of Leonia has the authority to make commitments or place an obligation on behalf of the Borough. The Borough commits and obligates only through a Purchase Order. The vendor understands that they will not provide any goods or services to the Borough without a Purchase Order unless the intent of the vendor is not to be compensated for the goods or services.

Name & Last Name (Please Print)

Signature

FOR BOROUGH USE ONLY

<p>Add Vendor: <input type="checkbox"/> <small>Check (✓)</small></p> <p>Requested by: _____ <small>(Director/Administrator/Supervisor)</small></p> <p>Department: _____</p> <p>Maximum Contract Amount: \$ _____ Fiscal Yr. _____</p> <p>Describe goods/services being purchased: _____</p> <p><small>Check(✓)</small> Purchasing Method: Bid [] State Contract [] Coop [] Quotes [] None [] Exempt [] _____</p> <p>Council Approval (DATE): _____</p>	<p>Change Vendor: <input type="checkbox"/> <small>Check (✓)</small></p> <p>Date: _____</p> <p>Tel./Ext.: _____</p> <p>Approved by Purchasing (DATE): _____</p>
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ATTACH ALL REQUIRED DOCUMENT TO THIS PAGE

NEW JERSEY BUSINESS REGISTRATION

Effective September 1, 2004, pursuant to an amendment to N.J.S.A. 52:32-44, State and local entities (including the Division of Purchase and Property) are prohibited from entering into a contract with an entity unless the contractor has provided a copy of its business registration certificate (or interim registration) as part of its bid submission. Failure to submit a copy of the Business Registration Certificate within the bid proposal may be cause for rejection of the bid proposal.

The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall, during the term of the contract, collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act, P.L. 1966, c. 30 (N.J.S.A. 54:32B-1 et seq.) on all their sales of tangible personal property delivered into the State. This requirement shall apply to all contracts awarded on and after September 1, 2004. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.htm>

A Business Registration Certificate serves two purposes:

- For public contracting, as proof of valid business registration with the New Jersey Division of Revenue. All contractors and subcontractors must provide this documentation when seeking to do business with the State of New Jersey, and other public agencies in this state. Proof of registration is also required for licensure with the Casino Control Commission.
- To comply with Chapter 85, P.L. 2006, defined under N.J.S.A. 54A:7-1.2. You must use the Business Registration Certificate if you are an unincorporated construction contractor performing work in NJ or you are a registered unincorporated contractor requesting proof of certification.

If you have not registered but are required to have this certificate, you will need to complete Form NJ-REG. Representatives of the Division's Client Registration activity are available to assist in the registration process by calling 609.292.1730.

If you are a registered vendor but have not received the Business Registration Certificate in the mail, you may obtain a certificate online at <https://www1.state.nj.us>. Please note that this certificate is not required by all businesses in New Jersey, but only those doing business with the public sector and with the casino service industry.

Exceptions and additional requirements include:

-Any business including an out-of-state business with a presence or nexus in New Jersey, operating as a corporation, limited partnership, limited liability company or limited liability partnership must first obtain legal authority to operate in this State prior to submitting Form NJ-REG. Generally, this is accomplished by filing a Certificate of Incorporation or Formation with the Division. You may wish to review information concerning getting registered to assist with this process.

-Out-of-state businesses that believe they do not have state tax nexus will file a paper form NJ-REG in order to obtain a Business Registration Certificate. Business entities that file form NJ-REG only will be subject to a nexus review, initiated and conducted by the Division of Taxation.

-Individuals or Unincorporated Construction Contractors with no business tax or employer obligations may register using Form Reg-A instead of Form NJ-REG in order to obtain the Business Registration Certificate. Individuals who have created and are operating as a business entity (e.g. LLC) may not use Form REG-A.

-Non-profit organizations although required to register for tax purposes are not subject to the proof of registration requirement when contracting with public agencies in this state.

REQUIRED DOCUMENT - ATTACH NJ-BRC TO VENDOR INFORMATION FORM