

# **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 BEPROCESSED.

## **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	·	<b>√</b>
3	New Jersey Business Registration Requirements – Required for all vendors	<b>~</b>	<b>√</b>

## **VENDOR INFORMATION FORM**

TO BE CO	MPLETED BY VEND	OR: F-MAIL - TAX	ID - NJBRC ARE REQUIRED					
Vendor Name:	MI ELIES DI VENS							
Vendor Address:			7im.					
City:		State:	Zip;					
Contact Name:		E-mail:						
Phone #:		Fax #:						
1099 Yes/No Type:	NJ BRC #		ID Number:					
Please note that additional information	on may be required before any ce Information.	business can be performe	ed, including Business Registration Certificate, Political					
	Vendor Second	dary/Payment Ad	dress (If any)					
Vendor Address:								
City:		State:	Zip:					
interested in this transaction or in the sur member, employee or officer has an inte signed by the president of the firm or cor Further, it is understood that this vendor Borough. The Borough commits and obl Purchase Order unless the intent of the	oplies, material, equipment, work or rest in the transaction, apart from na mpany.  r understands that no employee of igates only through a Purchase Or vendor is not to be compensated for	r services to which it relates, or eimbursements to Borough en f the Borough of Leonia has th rder. The vendor understands	rin any portion of profits thereor. If a situation so exists where a bolough appropriate in any portion of profits thereor. If a situation so exists where a bolough appropriate in a situation so exists where a bolough propriate any powers. If a situation so exists where a bolough propriate and provide any goods or service and obligation on behalf of the that they will not provide any goods or services to the Borough without a					
Name & Last N	that no member of the Borough of Leonia, nor any office or employee or person whose salary is payable in whole or in party by said Borough is directly or indirectly 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 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 the president of the firm or company.  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 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 order unless the intent of the vendor is not to be compensated for the goods or services.    Name & Last Name (Please Print)   Signature							
Add Vendor:	Check (✓)							
Requested by:	<del></del>	(Director/Administra	Tel./Ext.:					
	chased:							
Check(√) Purchasing Method : Bid [ ] S	State Contract [ ] Coop [		] Exempt [ ]					
Council Approval (DATE):	(	Approved by F	Purchasing (DATE)					

ATTACH ALL REQUIRED DOCUMENT TO THIS PAGE

# Form W-9 (Rev. October 2018) Department of the Treasury

# Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

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

no	rvice (IRS) that I am subject to backup withholding as a resu longer subject to backup withholding; and m a U.S. citizen or other U.S. person (defined below); and	uit of a failure to report all interest of d	vidends, or (c)	the ind has h	otilied i	ne mar i e	
0 1 -	e number shown on this form is my correct taxpayer identific m not subject to backup withholding because: (a) I am exem rvice (IRS) that I am subject to backup withholding as a resu	int from backup withholding or (b) I ha	ave not been n	otified by the	Internal	Revenue	
Unde	er penalties of perjury, I certify that:						
Par	t II Certification						
Numb	ber To Give the Requester for guidelines on whose number t	o enter.					
resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For or entities, it is your employer identification number (EIN). If you do not have a number, see How TIN, later.  Note: If the account is in more than one name, see the instructions for line 1. Also see What N		ns for line 1. Also see What Name and			r identification number		
		uctions for Part I, later. For other	or				
hacki	your TIN in the appropriate box. The TIN provided must maup withholding. For individuals, this is generally your social s	security number (SSN). However, for a					
Pai	Taxpayer Identification Number (TIN)	tall the page given an line 1 to speid	Social sec	curity number			
	7 List account number(s) here (optional)						
Print or type. See Specific Instructions on	6 City, state, and ZIP code						
	5 Address (number, street, and apt. or suite no.) See instructions.	Res	quester's name a	and address (opi	lionali		
	☐ Other (see instructions) ▶	Po	quester's name a			Datside the D.S	
	Note: Check the appropriate box in the line above for the tax LLC if the LLC is classified as a single-member LLC that is dianother LLC that is not disregarded from the owner for U.S. is disregarded from the owner should check the appropriate	isregarded from the owner unless the owner federal tax purposes. Otherwise, a single-m	r of the LLC is	code (if any)  (Applies to accounts			
type	Limited liability company. Enter the tax classification (C=C co	orporation, S=S corporation, P=Partnership	Do not check	Exemption from	- ΕΛΤ <b>Λ</b> Λ	reporting	
on p	☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate single-member LLC			Exempt payee code (if any)			
page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.				4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):		
	2 Business name/disregarded entity name, if different from above						

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

### 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-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, later.

### 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 <a href="http://www.state.nj.us/treasury/revenue/busregcert.htm">http://www.state.nj.us/treasury/revenue/busregcert.htm</a>

### 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 Formationwith 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