

Instructions for Completion by the Vendor Representative

The Vendor Representative must PRINT or TYPE the information except for signature.

Legal Business Name/Owner's or Individual's Name	Required. Business/individual name must be exactly the same as used for Federal Tax reporting purposes. Maximum of 30 characters per line.						
Business Name <i>Provide if different from above.</i>	If a business uses a social security number for the Federal Taxpayer Identification number, the person's name associated with the social security number must be entered on the first line and the "doing business as" (DBA) name entered on the second line.						
	<p>The following examples show how to list a DBA when using a Taxpayer Business ID or a Social Security number.</p> <table border="0" data-bbox="552 420 1331 514"> <tr> <td style="text-align: center;"><u>Taxpayer Business ID</u></td> <td style="text-align: center;"><u>Social Security Number</u></td> </tr> <tr> <td style="text-align: center;">Mountain Springs Inc DBA</td> <td style="text-align: center;">Smith, David DBA</td> </tr> <tr> <td style="text-align: center;">Spring Water Distributors</td> <td style="text-align: center;">Dave's Towing</td> </tr> </table>	<u>Taxpayer Business ID</u>	<u>Social Security Number</u>	Mountain Springs Inc DBA	Smith, David DBA	Spring Water Distributors	Dave's Towing
<u>Taxpayer Business ID</u>	<u>Social Security Number</u>						
Mountain Springs Inc DBA	Smith, David DBA						
Spring Water Distributors	Dave's Towing						
Address	Required. The address must be exactly the same as used for Federal Tax reporting purposes. Maximum of 30 characters.						
	To submit additional remittance addresses, use the Additional Remittance Address form.						
City, State, Zip	Required. Use USPS two-character state abbreviations.						
E-mail Address	Provide complete e-mail address when available.						
Phone Number	Required. Include area code.						
Fax Number	Provide when available. Include area code.						
Primary Contact	Maximum of 30 characters.						
Backup Withholding	Check the Exempt box if the person or business is exempted from IRS backup withholding. To determine eligibility for exempted status, see "Instructions for Requestor of Form W-9" at http://www.irs.ustreas.gov/ .						
Federal Taxpayer Identification Number	Required. The Taxpayer ID will be a taxpayer business ID for businesses or a social security number for individuals. However, if a business uses a social security number for the Federal Taxpayer Identification number, the person's name associated with the social security number must be entered on the first line and the DBA entered on the second line of the Business or Individual's Name area.						
Vendor Indicators	<p>Required. Check all that are applicable.</p> <p>Individual – A person that has no association with a business.</p> <p>Proprietorship – A business owned by one person.</p> <p>Partnership – A business with more than one owner and not a corporation.</p> <p>In-state – A vendor having a Nevada address.</p> <p>Corporation – A business that may have many owners with each owner liable only for the amount of his investment in the business.</p> <p>Doctor or Medical Facility – Person or facility related to practice of medicine.</p> <p>Attorney or Legal Facility – Person or facility related to practice of law.</p> <p>Government – The federal government, a state or local government, or instrumentality, agency, or subdivision thereof.</p> <p>Tax Exempt – Organization exempt from federal income tax under section 501(a) of the Internal Revenue Code. Proof of Tax Exempt status required.</p> <p>Disadvantaged Business Enterprise (DBE) – A small business enterprise that is at least 51% owned and controlled by one or more socially and economically disadvantaged individuals. Provide certification number. See http://www.nevadadbe.com for certification information.</p>						
Direct Deposit (EFT)	If the direct deposit will be made into a checking account, a copy of a voided check for the account must be provided. If the direct deposit will be made into a savings account, a letter must be provided listing the bank name, routing number and account number. Deposit slips will not be accepted, as they do not contain all necessary information.						
* Signature of U.S. Person	For information on certification, refer to IRS Form W-9.						

Mail or fax completed Vendor Registration form to Vendor Services.

Request form for changes or deletions.