

Request for Account Information

To ensure accurate data and timely payments, please complete and sign this form and return it with a current W-9 form. IRS regulation 301.6109-1 requires that we obtain your taxpayer identification number (TIN) for reporting purposes. If you are a corporation, 1099 reporting is not required, but law states we must have the information on file. ***The City of Gresham cannot process any payments until this information is received.***

Registered business name:		Doing business as:	
Name to be printed on check:			
Vendor site address:			
City, State, ZIP:			
Remit address:			
City, State, ZIP:			
Accounts receivable contact:			
Phone #:	Fax #:	Email:	Website:
Accounts representative (sales) or purchase order contact:			
Phone #:	Fax #:	Email:	Website:
Purchase order address (if different than site address above):			
City of Gresham business license number or Metro license number*:		Expiration date:	
Name of staff member and department you will be doing business with:			
Check appropriate box for business type: <input type="checkbox"/> Disadvantaged business enterprise <input type="checkbox"/> Woman owned business enterprise <input type="checkbox"/> Minority owned business enterprise <input type="checkbox"/> Emerging small business <input type="checkbox"/> Other (specify) _____		Check appropriate box for business location: <input type="checkbox"/> Within Gresham city limits <input type="checkbox"/> East Multnomah County <input type="checkbox"/> Other	

Payment options:

- It is the City's policy to pay vendor invoices via electronic funds transfer through the automated clearing house (ACH) network. To initiate payment of invoices via ACH, see reverse for ACH payment authorization agreement.
- Check.

Return completed forms to: Sheri Pritchett, Financial Services Division, Sheri.Pritchett@GreshamOregon.gov

Questions? Contact Donna Tschantz, Accounts Payable, 503-618-2368, Donna.Tschantz@GreshamOregon.gov

*A City of Gresham business license or a Metro business license is required any time a company representative is performing work within the Gresham city limits.

ACH Vendor Payment Authorization Agreement

Upon verification of the data provided, the Payment Authorization Agreement will authorize the City to deposit payment for services rendered directly into Contractor accounts with financial institutions. All payments shall be in United States currency.

I hereby authorize the City of Gresham to initiate credit entries in the amount of monies owed by the City of Gresham to the checking account number on the voided check below:

Vendor name:	
Contact name:	
Contact phone number:	
Email address for payment confirmation (required):	
Signature:	
Bank name:	
Bank address:	
City, State, ZIP:	

Return completed forms to: Sheri Pritchett, Financial Services, 503-618-2600, Sheri.Pritchett@GreshamOregon.gov
Questions? Contact Donna Tschantz, Accounts Payable, 503-618-2368, Donna.Tschantz@GreshamOregon.gov

Attach voided check or a copy of a check (required)

Request for Taxpayer Identification Number and Certification

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

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here Signature of U.S. person ► Date ►

General Instructions

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-DIV (dividends, including those from stocks or mutual funds)
- 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.