



# City of Tampa

Jane Castor, Mayor

## Purchasing Department

DeAnna Faggart, NIGP-CPP, CPPO, CPPB, Director

2555 E. Hanna Avenue  
Tampa, Florida 33610

Office (813) 274-8351

Fax: (813) 274-8355

Subject: New Vendor Documentation

Dear Vendor:

Thank you for your interest in becoming a vendor with the City of Tampa. In order to be set up as a vendor of the City of Tampa, you are required to fill out the applicable form attached; W-9 or "Substitute W-9"\*.

To comply with new Internal Revenue Service (IRS) regulations regarding 1099 reporting, we are requesting that you complete the attached W-9 form. The information collected on this form will allow us to confirm that our records contain the official name of your business, the Tax Identification Number (TIN) that the IRS has on file for your business, and your business type.

If you are an Individual or a Sole Proprietor and do not have a Tax Identification Number for your business, please provide your name and Social Security Number (SSN) on the W-9 form.

\*If you are a member of law enforcement (active or former), a firefighter, judge or any other protected status as defined by Florida Statute 119.071(4)(d), we are requesting you let us know by filling out the "Substitute W-9". This information will assist us in keeping your data secure from public records requests.

### **Florida Statute 119.071(5) and the Federal Privacy Act of 1974; collection of Social Security Numbers:**

*The City of Tampa collects your Social Security Number for the purpose of tax reporting to the Department of the Treasury, Internal Revenue Service, and for identity verification purposes. Florida Statute 119.071(5) and the Federal Privacy Act of 1974 requires that the City notify you in writing of the reason for collecting this information which will be used for no other purpose than herein stated.*

### **PRIVACY ACT NOTICE**

*Section 6109 of the Internal Revenue Code requires you to provide your correct TIN or SSN to persons who must file information returns with the IRS to report interest, dividends and certain other income paid to you. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. **You must provide your TIN or SSN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who doesn't give a TIN/SSN to a payer.***

You may return the completed forms to us by fax at (813) 274-8355, email to [michelle.blizard@tampagov.net](mailto:michelle.blizard@tampagov.net) or mail to the following address:

PURCHASING DEPARTMENT  
ATTENTION: MICHELLE BLIZARD  
2555 E. Hanna Avenue  
TAMPA FL 33610

**Failure to provide this information to us may result in backup withholding of 28% being deducted from your payment.**

If you have any question regarding this request or the W-9 forms, you may contact Michelle Blizard at (813) 274-8353.

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type. See Specific Instructions on page 3.</b>	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	<b>2</b>	Business name/disregarded entity name, if different from above.		
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>	
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>		
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	<b>6</b>	City, state, and ZIP code		
	<b>7</b>	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.

<b>Social security number</b>									
				-					
<b>or</b>									
<b>Employer identification number</b>									

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

## Part II 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. citizen or other U.S. person (defined below); and
4. 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.

<b>Sign Here</b>	Signature of U.S. person	Date
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## 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](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**Substitute W-9  
Request for Taxpayer Identification Number (TIN)  
And Certification**

**PART I – PERSONAL or BUSINESS INFORMATION**

1-NAME OF INDIVIDUAL, business name, or sole proprietor's name (as registered with the IRS-Internal Revenue Service)

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2-BUSINESS NAME (DBA-doing business as), if different from above.

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3-CHECK ONE BOX to identify the type of business named above.

Individual/Sole Proprietor      Partnership      Corporation      Non-Profit 501(c)      Associations/Estate or Trust

Government Entity (Exempt under section 501(a))      Medical or Legal Corporation      Foreign Entity(fill out appropriate W-form)

LLC-Limited Liability Company (If business listed on line 2 is an LLC, must also select an LLC type from below)

Disregarded entity      Partnership      Corporation

Individual/Sole Proprietor (enter owner/individual's name on line 1 above, business/DBA name on line 2)

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4-WITHOLDING (*Optional*)      Already subject to backup withholding      Exempt from backup withholding

**5-PROTECTED STATUS – Florida Statute 119.071(4)(d)**

**Are you a member of law enforcement (active or former), a firefighter, judge or any other protected status as defined by Florida Statute 119.071(4)(d)?**      Yes      No

6-MAILING ADDRESS – Street (include apt # or suite number)

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Street Address      City      State      ZIP

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(Area Code) Phone Number      (Area Code) Fax Number

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E-mail Address

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7-REMIT ADDRESS - Street (include apt # or suite number) Same as mailing address?  YES

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Street Address      City      State      ZIP

**PART II – TAXPAYER IDENTIFICATION NUMBER (TIN)**

**Enter your TIN in the Appropriate box. The TIN provided must match the name given on the Line 1 to avoid backup withholding. For Individuals, this is your social security number (SSN). For other entities, it is your employee identification number (EIN).**

<b>SSN</b>		<b>TIN/EIN</b>	
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**PART III -- CERTIFICATION**

**Under penalties of perjury, I certify that:**

<b>1</b>	<b>The number shown on this form is my correct TIN (tax payer identification number) or I am waiting for a number to be issued to me, <u>and</u></b>
<b>2</b>	<b>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 <u>and</u></b>
<b>3</b>	<b>I am a U.S. citizen or other U.S. person (see definition below).</b>

**The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding**

Sign Here		Date	
>		>	

**Florida Statute 119.07 (5) and the Federal Privacy Act of 1974; Collection of Social Security Numbers**  
 The City of Tampa collects your social security number for the purposes of tax reporting to the Department of the Treasury, Internal Revenue Service (IRS) and for identity verification purposes. Florida Statute 119.07 (5) and the Federal Privacy Act of 1974 require the City to notify you in writing of the reason for collecting this information which will be used for no other purpose than herein stated.

**GENERAL INSTRUCTIONS** (section references are to the Internal Revenue Code unless otherwise noted).

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of the income from such business. Further, in certain cases where a form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.