

**VENDOR APPLICATION**

City of Pensacola  
Purchasing

[www.cityofpensacola.com](http://www.cityofpensacola.com)

Voice: (850) 435-1835  
Fax: (850) 435-1700

Vendors interested in being added to the City of Pensacola’s vendor list should return this application to the Purchasing Activity by fax or mail to City of Pensacola, Purchasing, 6<sup>th</sup> floor, City Hall, 222 West Main Street, Pensacola, FL.

<input type="radio"/> Initial Registration	<input type="radio"/> Change of Information	Date
--------------------------------------------	---------------------------------------------	------

Legal Name of Company

Additional Company Name or “Doing Business As” Name

**REMITTANCE ADDRESS (FOR PAYMENT TO YOU ON YOUR INVOICE INSTRUCTIONS)**

Address			
City	State	ZIP	Contact Name
Telephone Number	Toll Free Number		Fax Number
Email:			

**CORRESPONDENCE ADDRESS (FOR MAILING OF BID REQUEST AND ORDERS IF DIFFERENT THAN ABOVE)**

Address			
City	State	ZIP	Contact Name
Telephone Number	Toll Free Number		Fax Number
Email:			

TAX IDENTIFICATION NUMBER: \_\_\_\_\_  
Complete W-9 Form and submit with application

**BUSINESS TYPE**

Corporation     Partnership     Sole Proprietorship    Other

**MINORITY DESIGNATION**

The City of Pensacola is currently involved in surveying the scope of its contracting and purchasing practices. We are requesting your assistance in this endeavor and ask that you voluntarily provide the requested information pertaining to sex and ethnicity, it will be used for statistical data collection purposes only.

African American                       Hispanic American                       Asian American  
 Native American                       Native Hawaiian American                       Female

Signature of Person Authorized to Sign This Application

Title of Person Signing

Printed Name of Person Signing

Purchasing Dept Use Only

Item Mailed	Vendor #	Date Entered
-------------	----------	--------------

**City of Pensacola Purchasing Department****222 West Main Street, FL 32502      FAX:(850)435-1700**

Please place a checkmark by the class(es) you are interested in supplying

**COMMODITY LIST****Agricultural Implements, Accessories, & Parts**

- 020-01 Backhoe for Farm Tractor
- 020-04 Broadcast Planting Equipment
- 020-06 Chippers, Brush
- 020-12 Cutters, Saws, Brush, Motor Driven
- 020-34 Irrigation Equipment
- 020-36 Loaders, Tractor Mounted, Farm

**Air Compressors, AC/Heating, Refrigeration Equipment & Related**

- 030-10 Air Compressors
- 030-15 Compressors and Repair Parts
- 030-20 Air Conditioners and Heaters, Central Unit
- 030-30 Air Conditioning Accessories and Parts
- 030-40 Air Conditioners, Window Mounted and Floor Mounted
- 030-50 Air Cleaning Devices, Purifiers, Deodorizers
- 030-65 Ice Making Machines Cube and Flake Type
- 030-70 Coolers, Water Electric and Parts
- 030-73 Coolers, Water, Ice Type

**Appliances and Equipment, Household**

- 045-24 Dishwashers and Disposal Units, Household
- 045-31 Ranges, Household, Electric
- 045-72 Refrigerators and Freezers, Household

**Automobile & Truck Accessories**

- 055-03 Air Conditioners, Automotive
- 055-27 Heaters, Automobile & Truck
- 055-33 Lights, Automotive
- 055-42 Mirrors, Rear View, Inside & Outside
- 055-51 Power Takeoff, Automotive
- 055-57 Reflectors, Automotive
- 055-63 Splash Guards, Automotive
- 055-78 Vapor Injector, Automotive
- 055-81 Warning Lights & Alarms, Automotive

**Automotive & Truck Maintenance Items & Replacement Parts**

- 060-05 Axles, Trailer, Tandem & Single
- 060-10 Batteries, Wet Cell, All Types, including Electrolyte
- 060-12 Brake Fluid, Hydraulic
- 060-15 Brake Lining
- 060-20 Brakes, Repairs & Replacements (Not Automotive)
- 060-22 Cable & Terminals, Battery, Wet Cell, All Types
- 060-25 Cement & Additives, Cooling System, Internal Combustion Engine
- 060-26 Cleaners, Automotive, All Types
- 060-27 Chrysler (Mopar) Replacement Parts
- 060-30 Tires, New & Recapping
- 060-31 Drive Train Assemblies & Parts, Automotive
- 060-35 Electrical Accessories & Wiring, Automotive
- 060-40 Engine Parts (Other Than Bearings)
- 060-41 Muffler Parts
- 060-42 Filters, Automotive, Air, Coolant, Oil, Fuel & Transmission
- 060-45 Fittings for Tubing, Flare & Compression, Automotive
- 060-47 Ford Automotive Replacement Parts
- 060-50 FMC Replacement Parts
- 060-52 Fuses, Fuse Blocks & Fuse Holders; Automotive
- 060-55 General Motors Replacement Parts
- 060-61 Heil Replacement Parts
- 060-62 Hose, Automotive, All Types
- 060-69 Motorcycle Replacement Parts
- 060-70 Cooling System Repair Parts, Automotive
- 060-72 Replacement Parts, Companies not listed
- 060-80 Spark Plugs & Igniters, Internal Combustion Engine
- 060-92 V-Belts, Automotive
- 060-99 Labor & Materials to Acquire/Install Equipment in this class

**Automotive Bodies & Special Body Accessories for Trucks (Except School Buses)**

- 065-02 Aerial Lifts, Personnel
- 065-07 Lifts, Platform, Telescoping
- 065-09 Bodies, Truck-Utility
- 065-10 Bookmobile Bodies
- 065-29 Dump Bodies
- 065-32 Firefighting Equipment Bodies
- 065-35 Flat Bed Bodies
- 065-73 Refuse and Garbage Collection Bodies
- 065-89 Tool Compartment Boxes for Trucks
- 065-96 Wrecker Bodies

**Automotive Major Transportation Equipment**

- 070-10 Law Enforcement Vehicles
- 070-20 Sedans, Station Wagons
- 070-30 Vans
- 070-40 Utility Vehicles
- 070-50 Trucks, Under One Ton
- 070-56 Motorcycles & Motorscooters
- 070-60 Trucks, Over One Ton
- 070-70 Trailers, All Types
- 070-84 Vehicles, Utility, Small, Gas & Electric

**Automotive Shop Equipment and Supplies**

- 075-15 Cement, Automotive, Gasket, Trim & Weatherproofing
- 075-19 Cleaning Compounds, Automotive, Cold Tank, Hot Tank & Hydrosteam
- 075-41 Hand Tools, Body Rebuilder's, Automotive
- 075-51 Lubrication Equipment, Lubsters, Oil Pumps, Guns, Hoses, Fittings, Funnels, etc.
- 075-61 Parts Washing Equipment and Supplies, Automotive
- 075-73 Refinisher Products, Including Polish, Automotive
- 075-77 Decals
- 075-79 Specialty Products, Automotive. Carburetor Cleaning Compounds, Starting Fluid, Radiator Flush, etc.
- 075-86 Tapes, Masking, Automotive
- 075-93 Undercoating Compounds

**Identification & Promotion Implements & Materials**

- 080-07 Badges, Buttons, and Emblems
- 080-49 Identification Cards, with Photographs, Laminated
- 080-56 Jewelry, Pins, Rings, Service Awards, Etc.
- 080-63 Name Plates, Metal & Plastic, I.D.
- 080-84 Tags, Metal, Inventory, Proper
- 080-90 Awards, Medals, Plaques, and Trophies

**Boats, Engines, Marine Supplies**

- 120-10 Boats
- 120-20 Engines
- 120-40 Diving Equipment, Scuba & Skin

**Building Parts, Pre-Fabricated**

- 155-50 Overhead Doors
- 155-70 Steel, Pre-Fabricated

**Building Supplies**

- 155-75 Steel, Grating & Custom Made
- 155-80 Glass, Glazing Supplies
- 155-90 Lumber, Hardwood, All Kinds

**Clothing, Shoes & Boots, Work & Athletic**

- 200-03 Apparel, Athletic
- 200-05 Apparel, Wearing, Work, Male and Female, Shirts, Trousers, Bluejeans, Coveralls, Etc.
- 200-07 Aprons

- \_\_\_200-12 Caps, All Types
- \_\_\_200-27 Emblems and Patches for Uniforms
- \_\_\_200-32 Gloves
- \_\_\_200-40 Shoes & Boots, All Types
- Concrete Products & Supplies
  - \_\_\_210-39 Concrete Products. Furniture, Ornamentals, Etc.
  - \_\_\_210-42 Concrete, Ready Mixed
  - \_\_\_210-48 Culvert, Pipe, Concrete, and Related Construction, Erosion Control Products
  - \_\_\_210-50 Asphaltic Concrete
- Controlling, Indicating & Recording Instruments & Supplies
  - \_\_\_220-55 Instruments, Radar, Traffic Control Type
- Data Processing Equipment, Systems & Supplies
  - \_\_\_250-09 Computers, All Types
  - \_\_\_250-42 Data Processing Supplies, CD Packs, Flash Drives
  - \_\_\_250-52 Data Processing Consumables
  - \_\_\_250-60 Peripherals, Memory, Drives, Tape
  - \_\_\_250-62 Peripherals, Digital Plotters
  - \_\_\_250-64 Peripherals, Graphic Digitizers and Devices
  - \_\_\_250-74 Peripherals, Plug Compatible, Printers
  - \_\_\_250-79 Uninterruptible Power Supplies
  - \_\_\_250-80 Software, Application Systems
  - \_\_\_250-86 Software, Data Management Systems
  - \_\_\_250-87 Laser Printer Cartridges
  - \_\_\_250-88 Monitors
- Electrical Equipment & Supplies
  - \_\_\_285-01 ALL - Electrical Equipment & Supplies
  - \_\_\_285-04 Ballasts, All Kinds
  - \_\_\_285-12 Channels, Mechanical Type
  - \_\_\_285-18 Conduit, Metal, Plastic, Fittings & Boxes
  - \_\_\_285-28 Fuses, Fuse Blocks, Fuse Holders, Fuse Links, Etc.
  - \_\_\_285-30 Generators, (Not Automotive) and Alternators
  - \_\_\_285-32 Electrical Cables and Wires, Bare, Building, Control (Incl. Appliance Cords), Guy and Submarine
  - \_\_\_285-33 Hardware and Supplies, Cable & Wire
  - \_\_\_285-34 Insulation Materials, Electrical Tape, Plastic Cable Ties & Straps, Varnish, Etc. & Sealing Compounds
  - \_\_\_285-40 Lamp Bulbs, Fluorescent, Incandescent & High Intensity Discharge
  - \_\_\_285-44 Lighting Fixtures, Indoor, All Kinds
  - \_\_\_285-45 Lighting Fixtures, outdoors
  - \_\_\_285-68 Streetlights and Standards
- Engineering, Surveying, Blueprinting, & Mapping Equipment, Instruments & Supplies
  - \_\_\_305-60 Lettering Equipment
  - \_\_\_305-88 Surveying Instruments
- Fencing
  - \_\_\_330-24 Fencing, Chain Link and Accessories
  - \_\_\_330-72 Fencing, Wood, All Kinds
  - \_\_\_330-96 Gates
  - \_\_\_330-97 Operators, Gate
- Fire Protection Clothing & Supplies
  - \_\_\_340-10 Protective Clothing, Firefighter
  - \_\_\_340-22 Fire Detection Equipment (Includes Alarms)
  - \_\_\_340-31 Fire Extinguishers, Rechargers, and Recharging Materials
  - \_\_\_340-50 Fire Suppression Systems, Chemical
  - \_\_\_340-63 Hose, Nozzles, Valves and Couplings, Fire
  - \_\_\_340-96 Sprinkler Automatic Fire Protection
- First Aid & Safety Equipment (Except Welding & Nuclear)
  - \_\_\_345-06 Caps, Hats, Helmets, Hoods, Faceshields, Goggles, Safety
  - \_\_\_345-12 Clothing and Belts, Safety (Not Automotive)
  - \_\_\_345-24 Detectors and Parts, Dust and Gas
  - \_\_\_345-42 First Aid Kit, Unitized, and Refills
  - \_\_\_345-54 Gloves, Safety
  - \_\_\_345-66 Masks, Filters, and Parts, Dust and Gas
  - \_\_\_345-70 Ear Protectors, Disposable Insert Type, Reusable Insert Type, Ear Muffs
  - \_\_\_345-80 Respiratory Protection Equipment and Parts
  - \_\_\_345-90 Vests, Safety
- Flags, Flagpoles, Banners, & Accessories
  - \_\_\_350-80 Flags, Presentation, U.S., Florida, International, All Types
  - \_\_\_350-85 Flags, caution, warning tape, all types
- Floor Covering (Except Fabric)
  - \_\_\_355-01 Carpet & Installation
  - \_\_\_355-30 Floors, Gymnasium, Recreational, All Purpose, All Types
- Fuel, Lubricants, & Oil (Except Refrigeration Compressor Oils)
  - \_\_\_405-10 Fuel, Diesel
  - \_\_\_405-20 Fuel, Gasoline, Low-Lead, Regular, Unleaded
  - \_\_\_405-30 Fuel, Natural Gas & Gas Storage Management
  - \_\_\_405-40 Additives, Fuel, Lubricants & Oil
  - \_\_\_405-42 Grease, Lubricating
  - \_\_\_405-45 Oil, Automatic Transmission
  - \_\_\_405-55 Oil, Cutting
  - \_\_\_405-60 Oil, Hydraulic
  - \_\_\_405-62 Oil, Lubricating. Internal Combustion Engine
  - \_\_\_405-75 Oil, Penetrating and Graphite, Special Use
  - \_\_\_405-82 Oils, Transformer and Heat Transfer
- Fuel Pumps and Accessories (Except Laboratory, Hospital, Refrigeration and Tire Pumps)
  - \_\_\_410-04 Automated Fueling System
  - \_\_\_410-39 Pumps, Gasoline and Diesel Fuel
  - \_\_\_410-66 Tanks, Steel. Portable Types
  - \_\_\_410-80 Pumps, Wess, All Types
  - \_\_\_410-99 Test
- Furniture, Non-Office
  - \_\_\_420-03 Bleachers, Stadium & Portable
  - \_\_\_420-07 Chairs, Folding, Tables and Chair Trucks, Metal
  - \_\_\_420-20 Lockers
  - \_\_\_420-40 Furniture, Library (Carrels, Book Trucks, Card Cabinets, Tables, Etc.)
  - \_\_\_420-50 Tables, Drafting
  - \_\_\_420-51 Stools, Drafting
  - \_\_\_420-53 Drafting Plan and Map Files
  - \_\_\_420-60 Mail Room Furniture and Accessories
  - \_\_\_420-75 Mattresses and Bedsprings
  - \_\_\_420-80 Curtains, Draperies, Drops, etc.
  - \_\_\_420-85 Blinds, All Types
  - \_\_\_420-90 Lighting Equipment & Accessories
- Furniture, Office
  - \_\_\_425-03 Bookcases and Bookshelves, Wood
  - \_\_\_425-06 Cabinets, File: Vertical, Steel
  - \_\_\_425-11 Chairs: General Office, Contemporary Style
  - \_\_\_425-21 Desks, Tables, and Credenzas
  - \_\_\_425-30 Files, Automated
  - \_\_\_425-51 Furniture, Data Processing, Office
  - \_\_\_425-56 Open Office Systems
- Hand Tools, General Purpose
  - \_\_\_445-01 ALL - Hand Tools, General Purpose
  - \_\_\_445-02 Axes, Bush Hooks, Hatchets, Etc.
  - \_\_\_445-06 Blades, Hacksaw, Coping, Keyhole, Etc.
  - \_\_\_445-12 Cutters, Bolt, Cable, Chain, Hand Operated
  - \_\_\_445-18 Diggers, Post Hole, Earth Aughers, Etc.
  - \_\_\_445-22 Drills, Hand, Push "Yankee" Type
  - \_\_\_445-28 Files and Rasps
  - \_\_\_445-34 Hammers, Mallets, Sledges, Etc.
  - \_\_\_445-36 Handles, Tool, All Kinds
  - \_\_\_445-38 Hoes, Rakes, Weed-Cutters, Etc.
  - \_\_\_445-44 Picks and Mattocks
  - \_\_\_445-48 Pliers, All Kinds, Nippers, Diagonal Cutters, Etc.
  - \_\_\_445-56 Rules, Extension, Folding Tape, Squares, Etc.
  - \_\_\_445-58 Saws: Hack, Hand, Keyhole, Pruning, Etc.
  - \_\_\_445-60 Scoops, Shovels, Spades, Spading Forms, Etc.
  - \_\_\_445-62 Screwdrivers, All Kinds
  - \_\_\_445-64 Shears. Grass, Hedge, Lopping, Pruning, Etc.
  - \_\_\_445-72 Tool Boxes and Chests
  - \_\_\_445-74 Tool Sets, All Kinds
  - \_\_\_445-80 Wrenches, All Kinds, Excluding Sockets and Accessories

## Hardware, Shelf Hardware, &amp; Allied Items

- \_\_\_450-01 ALL - Hardware, Shelf & Allied Items
- \_\_\_450-05 Bolts, Nuts, and Washers
- \_\_\_450-06 Screws, Cap, Machine, Set, Sheet, Metal, Wood, Etc.
- \_\_\_450-09 Adhesives
- \_\_\_450-10 Adhesive, Epoxy Based
- \_\_\_450-12 Batteries, Dry Cell
- \_\_\_450-13 Bins, Cabinets, and Shelves, Metal (Not Office)
- \_\_\_450-25 Brushes, Hand
- \_\_\_450-34 Chain, Steel, Link, Machine, Tow, Etc.
- \_\_\_450-36 Clamps, All Types
- \_\_\_450-38 Containers and Compactors, Refuse
- \_\_\_450-40 Cords and Ropes. Cotton, Manila, Nylon, Sisal, Etc.
- \_\_\_450-42 Bags, Burlap or Jute, New and Used
- \_\_\_450-44 Flashlights and Lanterns Battery Type
- \_\_\_450-65 Ladders, Metal
- \_\_\_450-73 Oilers, Hand
- \_\_\_450-79 Sandpaper, Emery & Crocus Cloth
- \_\_\_450-91 Workbenches, Tables, Stands and Cradles

## Intercom, PA Systems, Television &amp; Electronic Components/Accessories

- \_\_\_480-47 Public Address Equipment and Systems
- \_\_\_480-49 Assistive Listing Devices for Hard of Hearing
- \_\_\_480-60 Tape/CD/DVD, Audio Recorders & Players
- \_\_\_480-85 Television & Components
- \_\_\_480-90 VCR/DVD/Blu-Ray Recorder/Player
- \_\_\_480-95 Closed Caption Decoder

## Janitor Supplies, General Line

- \_\_\_485-01 ALL - Janitor Supplies, General Line
- \_\_\_485-05 Applicators, Floor Finish, All Types, Except Brushes
- \_\_\_485-06 Bags and Liners
- \_\_\_485-07 Bottles for Detergents, Cleaners
- \_\_\_485-10 Brooms and Brushes
- \_\_\_485-15 Cleaner, Hand. Mechanics, Water and Waterless Types
- \_\_\_485-17 Cleaner, Hard Surface, General Purpose, Liquid/Aerosol
- \_\_\_485-25 Cleaner, Toilet Bowl, Granular and Liquid
- \_\_\_485-27 Cleaner, Window and Mirror, Aerosol and Liquid
- \_\_\_485-30 Deodorant Blocks, All Types
- \_\_\_485-32 Deodorants, Room, Aerosol, Liquid and Blocks
- \_\_\_485-42 Disinfectants, Aerosol Spray
- \_\_\_485-47 Dispensers for Paper Towels, Toilet Tissue, Cups
- \_\_\_485-50 Wiping Cloths, New and Reclaimed
- \_\_\_485-53 Wipers, Shop Use, Cellulose & Paper
- \_\_\_485-55 Dusting Cloths, Treated
- \_\_\_485-57 Floor Cleaners, Polishes, Waxes, Floor Sealer and Dust Mop Treating Compound
- \_\_\_485-60 Floor Sweeping Compound and Oil
- \_\_\_485-62 Furniture Polish
- \_\_\_485-63 Garbage Cans, Buckets, Pails, Tubs, Waste Receptacles, and Dust Pans, Etc.
- \_\_\_485-65 Insecticides and Repellents, Household
- \_\_\_485-75 Mop Buckets, Trucks, Wringers, and Attachments
- \_\_\_485-77 Mops and Handles. Dry, Treated, and Wet Types
- \_\_\_485-82 Carpet Cleaning Chemicals
- \_\_\_485-83 Vacuum Cleaner Parts
- \_\_\_485-90 Soap, Hand. Bar, Liquid, and Powdered
- \_\_\_485-95 Detergents, Synthetic and Germicidal
- \_\_\_485-96 Soaps, Surgical Scrub, Hexachlorophene, Iodine, & Phenol Types

## Library Machines &amp; Supplies

- \_\_\_525-10 Binders, Covers, Jackets, Protectors, Sticks, Etc.
- \_\_\_525-21 Book, Ends, Cards, Slips, Etc.
- \_\_\_525-30 Book Mending, Rebinding and Repairing Supplies
- \_\_\_525-60 Library Catalogue Cards and Accessories
- \_\_\_525-70 Library Labeling Sup., Labels, Letters, Signals, Signs, Tapes, Etc.
- \_\_\_525-75 Library Machines

## Machinery and Heavy Hardware

- \_\_\_545-04 Cleaning Equipment, Water and Steam, High Pressure, Portable and Stationary
- \_\_\_545-10 Sandblaster, Portable & Stationary
- \_\_\_545-31 Aircraft Boarding Device for Disabled Passangers
- \_\_\_545-50 Solid Waste Compactors, Large
- \_\_\_545-60 Sweeper, Scrubbers Walk Behind & Riding
- \_\_\_545-70 Forklift, Ramps, Metal and Wood

- \_\_\_545-72 Forklift, Electric, Gas, LPG, and Riding

## Markers, Plaques, Signs, &amp; Traffic Control Devices

- \_\_\_550-10 Arrow Boards
- \_\_\_550-35 Parking Meters and Accessories
- \_\_\_550-36 Thermo Plastic Marking Compound
- \_\_\_550-42 Poles, Strain, Signal and Light, Arms, Brackets, and Pedestals
- \_\_\_550-49 Recorders, Traffic
- \_\_\_550-65 Sign Posts, Aluminum and Steel (Breakaway Type)
- \_\_\_550-68 Sign Cutting Machine
- \_\_\_550-69 Signs, All Types (Other than Highway)
- \_\_\_550-70 Sign, Highway, and Accessories: Z Bar Backing, Tri-Sets
- \_\_\_550-71 Sign, Electronic Visual Display System
- \_\_\_550-82 Traffic Cones and Traffic Lane Markers, Barricades, Portable
- \_\_\_550-85 Traffic Signals

## Microfilm, Microfiche, Microfilming Equipment, &amp; Supplies

- \_\_\_575-11 Cabinets, Filing Boxes, and Frame Mounters
- \_\_\_575-27 Microfiche, and Microfilm Supplies
- \_\_\_575-44 Microfilm Supplies, Chemicals, Jackets, Mailers, Paper, etc.
- \_\_\_575-66 Raw Microfilm, Microfiche and Processing
- \_\_\_575-77 Readers, Microfilm, Microfiche
- \_\_\_575-78 Reader Printers, Microfiche, Microfilm
- \_\_\_575-88 Recorder, Computer Output (Microfilm, Microfiche)

## Nursery &amp; Lawn Equipment

- \_\_\_585-20 Fertilizer, Granulated or Pelletized, Commercial
- \_\_\_585-21 Fertilizer, Liquid All Types
- \_\_\_585-28 Distributors, Fertilizer, Top Dresser
- \_\_\_585-30 Agricultural and Industrial Poison
- \_\_\_585-31 Pesticides and Herbicides
- \_\_\_585-56 Mowers, Gang, Reel Type, Self-Propelled and Towed
- \_\_\_585-63 Mowers, Lawn, Manual and Power
- \_\_\_585-70 Rakers, Lawn, Power
- \_\_\_585-85 Tractors, Wheel Type W/Backhoe & Front Loader Combination
- \_\_\_585-88 Tractors, Garden
- \_\_\_585-90 Sprayers
- \_\_\_585-91 Hose, Garden (Water). Plastic and Rubber
- \_\_\_585-94 Sprinkler Systems, Lawn and Turf and Parts

## Nursery Supplies, Bulbs, Flower Seeds, Plants, Trees, Etc.

- \_\_\_595-58 Plants, Nursery
- \_\_\_595-60 Trees, Ornamental and Shade
- \_\_\_595-70 Seed, Grass
- \_\_\_595-80 Sod

## Office Machines, Equipment, &amp; Accessories

- \_\_\_600-21 Calculators, Electronic
- \_\_\_600-24 Cash Registers and Cash Drawers
- \_\_\_600-28 Change Makers, Coin Counters, Money Handling Machines, Vending Machines, Etc.
- \_\_\_600-31 Check Machines, Writing, Signing, Protections, Etc.
- \_\_\_600-32 Copying Machines
- \_\_\_600-33 Chemicals and Supplies for Copying Machines
- \_\_\_600-36 Copy Boards, Electronic
- \_\_\_600-48 Daters, Band, Numbering, Time Machines, Etc.
- \_\_\_600-52 Dictation Equipment, mini/micro/standard tape/CD/DVD
- \_\_\_600-66 Mailing Machines
- \_\_\_600-76 Postage Meters, Accessories and Supplies
- \_\_\_600-86 Transparency Making Copying Machines
- \_\_\_600-88 Typewriters, Electric, Manual, and Automatic

## Office Supplies, Miscellaneous

- \_\_\_618-01 Office Supplies-Binders, Labels, Staplers, Tape & Dispensers, Files, Pens, Pencils, Markers, etc.
- \_\_\_618-02 Office Supplies-Paper Products
- \_\_\_618-03 Office Supplies-Ribbons, Typewriter, Calculator & Printer
- \_\_\_618-04 Promotional Supplies

## Paint, Protective Coatings, Varnish, Wallpaper, &amp; Related Items

- \_\_\_630-02 Brushes, Paint
- \_\_\_630-32 Paints, Aerosol Spray
- \_\_\_630-67 Primer
- \_\_\_630-85 Thinners, Other for Paint

## Paper, Plastic and Synthetic Products, Disposable

- \_\_\_640-49 Paper Products, Cups, Tissue, Etc.
- \_\_\_640-52 Envelopes, Catalog (Kraft)

\_\_\_ 640-54 Envelopes, Plain, Stock Sizes  
 \_\_\_ 640-71 Tape, Gummed, Kraft  
 \_\_\_ 640-75 Toilet Tissue  
 \_\_\_ 640-76 Towels, Paper  
 \_\_\_ 640-90 Paper Products (Containers, Cups, Plates, etc.)

**Paper, For Office & Print Shop Use**  
 \_\_\_ 645-09 Binder Sheets. Columnar, Journal, Etc.  
 \_\_\_ 645-12 Bond, Cut, Misc. Office Paper and Envelopes  
 \_\_\_ 645-14 Books, Pads, Tablets, Forms, Etc. for General Office  
 \_\_\_ 645-16 Cards, Index (File)  
 \_\_\_ 645-18 Covers, Brief, Manuscript, Report, Pressboard, Etc.  
 \_\_\_ 645-20 File Folders, All Types  
 \_\_\_ 645-22 Paper, Adding Machine, Calculator  
 \_\_\_ 645-24 Paper, Carbon & Carbonless (Print Shop Use Only)  
 \_\_\_ 645-27 Paper, Continuous, Carbonless

**Photographic Equipment, Supplies & Services**  
 \_\_\_ 655-09 Camera Accessories  
 \_\_\_ 655-18 Cameras, Movie and Still  
 \_\_\_ 655-45 Darkroom Equipment and Supplies  
 \_\_\_ 655-72 Identification Systems, Photographic  
 \_\_\_ 655-90 Thermal Imaging Cameras

**Plumbing Equipment, Fixtures & Supplies**  
 \_\_\_ 670-02 Water Heater, Accessories & Parts  
 \_\_\_ 670-03 Water Heater, Natural Gas  
 \_\_\_ 670-06 Compound, Pipe Joint  
 \_\_\_ 670-49 Pipe & Fittings Plastic, PVC

**Police & Correctional Equipment & Supplies**  
 \_\_\_ 680-05 Ammunition  
 \_\_\_ 680-07 Belts, Cases, Holsters and Scabbards, Shopmade  
 \_\_\_ 680-17 Security Systems and Equipment  
 \_\_\_ 680-35 Drug Identification Kits, Police  
 \_\_\_ 680-37 Fingerprinting Equipment and Supplies  
 \_\_\_ 680-45 Guns, Pistols, Rifles and Shotguns  
 \_\_\_ 680-49 Firearms Training  
 \_\_\_ 680-50 Lights, Racks, and Speakers, Emergency, Vehicle  
 \_\_\_ 680-77 Targets, Target Posters  
 \_\_\_ 680-85 Vests, Armored. Police Protection

**Printing, Class I, General**  
 \_\_\_ 691-01 General  
 \_\_\_ 691-03 Forms, Continuous, Carbon and Carbonless  
 \_\_\_ 691-04 Booklets, Pamphlets, Magazines  
 \_\_\_ 691-06 Related Graphic Services & Binding  
 \_\_\_ 691-76 Forms, Sets, Padded, Dry Ink (Xerographic) Process

**Printing Class IV, Forms, Carbon & Carbonless Sets**  
 \_\_\_ 694-39 Forms, Carbonless Stock, Multiple Parts, Fan Parts

**Printing Plant Equipment & Supplies (Except Papers)**  
 \_\_\_ 700-04 Bindery Equipment & Machinery  
 \_\_\_ 700-24 Graphic Art Equipment. Cameras, Engraving  
 Machines, Photo-Engravers, Processors, Etc.  
 \_\_\_ 700-48 Offset Printing (Duplicating and Lithographing)  
 Machines and Equipment  
 \_\_\_ 700-52 Offset Printing Supplies, Blankets, Chemicals,  
 Covers, Inks, Pads, Plates/Master, Sleeves  
 \_\_\_ 700-56 Paper Cutters and Trimmers, Electric

**Publications**  
 \_\_\_ 715-10 Books-In-Print  
 \_\_\_ 715-20 Directories

**Radio and Telecommunications Equipment and Accessories**  
 \_\_\_ 725-27 Radar, Speed, Monitoring  
 \_\_\_ 725-32 Radios, Auto  
 \_\_\_ 725-33 Radios, Cellular Mobile Telephone  
 \_\_\_ 725-40 Antennas & Accessories (Radio)  
 \_\_\_ 725-50 Radios, Two-Way, Base Station, Control Station,  
 Repeaters and Accessories  
 \_\_\_ 725-52 Radios, Two-Way, Portable, Personal  
 \_\_\_ 725-56 Radios, Two-Way, Land, Mobile, Public Safety  
 \_\_\_ 725-58 Radios, Two-Way, Land, Mobile  
 \_\_\_ 725-62 Recorders, Tape, Communication Systems, Monitoring  
 \_\_\_ 725-63 Multi-Channel Voice Logging Cassette/CD/DVD Recorder

\_\_\_ 725-72 Towers, Antenna, Metal  
 \_\_\_ 725-99 Test

**Telecommunications Systems, Equipment & Accessories**  
 \_\_\_ 730-03 Telephone Instruments and Accessories, Answering  
 Devices, Recorders, Etc.  
 \_\_\_ 730-10 Facsimile  
 \_\_\_ 730-19 Data Communications Equipment, Modems, Synchronous  
 \_\_\_ 730-31 Telephone Systems  
 \_\_\_ 730-35 Fiber Optic Cables

**Road and Highway Major Equipment**  
 \_\_\_ 760-12 Cranes, Truck Mounted  
 \_\_\_ 760-24 Ditching Machines  
 \_\_\_ 760-48 Loaders, Scoop Type-Pneumatic Tired  
 \_\_\_ 760-72 Rollers, Vibratory Compaction  
 \_\_\_ 760-80 Street Sweepers

**Road & Highway Equipment, Parts & Supplies not Otherwise  
 Classified, Including Motorized Equipment**  
 \_\_\_ 765-39 Epoxy Dispensing Machines, for Placing Buttons & Markers  
 \_\_\_ 765-43 Flail Mower, For Tractor Mounting or Towing  
 \_\_\_ 765-57 Pneumatic Machines. Demolition Tools, Paving  
 Breakers, Tampers, Etc.  
 \_\_\_ 765-64 Rotary Mower, Tow Type for Tractor Mounting or Towing  
 \_\_\_ 765-78 Striping Machines and Accessories  
 \_\_\_ 765-84 Sweepers, Drag Brooms, Etc.  
 \_\_\_ 765-90 Tractors, Wheel Type, Diesel or Gas Engine, Three  
 Point Hitch and 20 In. or Larger Rear Tires

**Sporting, Athletic, Park & Playground Equipment**  
 \_\_\_ 805-08 Benches, Picnic Tables, Etc.  
 \_\_\_ 805-20 Landscape Curbing, Wood, Plastic  
 \_\_\_ 805-30 Slides, Swings, Seesaws, Sandbox, Climbers, Etc  
 \_\_\_ 805-59 Gymnasium Apparatus and Equipment  
 \_\_\_ 805-77 Softball Equipment  
 \_\_\_ 805-80 Swimming Pool Equipment  
 \_\_\_ 805-87 Tennis Equipment

**Gas Equipment and Accessories**  
 \_\_\_ 890-07 Boxes, Plastic Valve  
 \_\_\_ 890-08 Boxes, Curb & Meter  
 \_\_\_ 890-10 Cathodic Protection Equipment  
 \_\_\_ 890-14 Valves, All types  
 \_\_\_ 890-15 Service Risers, Gas  
 \_\_\_ 890-16 Supervisory Control Equipment  
 \_\_\_ 890-17 Index, pressure and electronic  
 \_\_\_ 890-18 Pressure Regulators  
 \_\_\_ 890-19 Meters, Gas  
 \_\_\_ 890-20 Pipe, Gas, Heavy Tools  
 \_\_\_ 890-21 Meter Provers  
 \_\_\_ 890-22 Meter Reading Device  
 \_\_\_ 890-23 Metal Detectors, Pipe locators, etc.  
 \_\_\_ 890-27 Leak Detector Soap  
 \_\_\_ 890-28 Detection Odorant, gas additive  
 \_\_\_ 890-30 Odorization Pumps  
 \_\_\_ 890-38 Pipe Coatings  
 \_\_\_ 890-39 Pipe Fittings, cast iron  
 \_\_\_ 890-40 Pipe and Fittings, brass, galvanized, black  
 \_\_\_ 890-41 Pipe and Fittings, plastic  
 \_\_\_ 890-42 Pipe and Fittings, stainless steel  
 \_\_\_ 890-43 Pipe Fittings, Steel, Screwed, Flanged and Welded  
 \_\_\_ 890-44 Pipe and Fittings, Flex  
 \_\_\_ 890-45 Pipe and Fittings, copper  
 \_\_\_ 890-51 Pipe clamps and couplings  
 \_\_\_ 890-52 Pipe, steel black and galvanized  
 \_\_\_ 890-77 Testers, gas

**CONTRACTUAL SERVICES****Airport Operation Services**

- \_\_\_ 905-02 Baggage Handling System Operation/Maintenance
- \_\_\_ 905-03 Passenger Boarding Bridges
- \_\_\_ 905-04 Air Service analyst
- \_\_\_ 905-05 Flight Information Display
- \_\_\_ 905-30 Fixed Base Operations
- \_\_\_ 905-55 Rental Car Concessionaire
- \_\_\_ 905-64 Runway Striping & Sealcoat
- \_\_\_ 905-65 Runway Rubber Removal

**Architect-Engineer & Other Professional Design Services**

- \_\_\_ 906-04 Architectural Services
- \_\_\_ 906-05 Landscape Architecture
- \_\_\_ 906-08 Cathodic Protection
- \_\_\_ 906-25 Engineering Services
- \_\_\_ 906-64 Urban Planning
- \_\_\_ 906-26 Control Systems Engineering

**Building Maintenance & Repair Services**

- \_\_\_ 910-15 Building Cleaning & Sandblasting, Exterior
- \_\_\_ 910-16 Masonry
- \_\_\_ 910-17 Carpentry
- \_\_\_ 910-19 Carpet Cleaning
- \_\_\_ 910-20 Doors, Automatic and Window Parts/Repair
- \_\_\_ 910-23 Elevators, Passenger
- \_\_\_ 910-27 Fire Protection Equipment Maintenance
- \_\_\_ 910-30 Heating Contractors/Air Conditioning Contractors
- \_\_\_ 910-31 Insulation Installation/Repair
- \_\_\_ 910-42 Janitorial Services
- \_\_\_ 910-63 Painting & Other Services, Interior & Exterior
- \_\_\_ 910-65 Plumbing
- \_\_\_ 910-66 Drywall
- \_\_\_ 910-68 Roofing Services
- \_\_\_ 910-71 Tinting, Windows, All Types
- \_\_\_ 910-72 Window Cleaning
- \_\_\_ 910-73 Specialized Cleaning, All Types

**Communications & Media Related Services**

- \_\_\_ 915-03 Advertising, Promotional, Public Relations
- \_\_\_ 915-25 Communication Consultant
- \_\_\_ 915-30 Data Network Services
- \_\_\_ 915-61 Photographic Services & Audio-Video
- \_\_\_ 915-62 Publishing & Related Services
- \_\_\_ 915-68 Radio & Telecommunications Equipment
- \_\_\_ 915-75 Telephone Services

**Data Processing Services & Software**

- \_\_\_ 920-10 GIS/CAD Services
- \_\_\_ 920-15 Data Processing Equipment & Systems
- \_\_\_ 920-22 EDP Management Consultant Services
- \_\_\_ 920-30 Public Safety
- \_\_\_ 920-73 Software Services

**Equipment Maint. & Repair**

- \_\_\_ 939-10 Calculators, Repair & Maintenance
- \_\_\_ 939-15 Copying Machines, Repair & Maintenance
- \_\_\_ 939-75 Typewriters, Repair & Maintenance
- \_\_\_ 939-90 Small Engine Repair

**Financial Services**

- \_\_\_ 946-02 Accounting, Auditing, Billing & Collecting
- \_\_\_ 946-03 Appraisal Services
- \_\_\_ 946-05 Auctioneer Services
- \_\_\_ 946-22 Economic Development Services
- \_\_\_ 946-25 Banking, Credit Card Services
- \_\_\_ 946-28 Leasing
- \_\_\_ 946-30 Investment & Financial Consultant Services
- \_\_\_ 946-35 Insurance Consultant Services
- \_\_\_ 946-39 Dental Insurance
- \_\_\_ 946-40 Managed Health Care
- \_\_\_ 946-42 Accident and Health
- \_\_\_ 946-44 Life

**Health Related Services**

- \_\_\_ 948-18 Doctors, Physicians & Surgeons (All Types)
- \_\_\_ 948-76 Employee Assistance Program

**Human Services**

- \_\_\_ 952-25 Facility Management
- \_\_\_ 952-47 Laundry, Dry Cleaning, Sewing, & Tailoring
- \_\_\_ 952-52 Management Consultant Services
- \_\_\_ 952-63 Personnel Services
- \_\_\_ 952-70 Training Personnel
- \_\_\_ 952-78 Transportation of People (Air, Land, & Sea)
- \_\_\_ 952-79 Travel Agencies & Bureaus

**Miscellaneous Professional Services**

- \_\_\_ 961-05 Archaeological Services
- \_\_\_ 961-10 Market Research
- \_\_\_ 961-21 Environmental Studies Services
- \_\_\_ 961-22 Energy Consulting Services
- \_\_\_ 961-24 Legal
- \_\_\_ 961-81 Disaster Recovery Consultant Services

**Miscellaneous Services**

- \_\_\_ 962-15 Concession Services, All Types
- \_\_\_ 962-25 Exterminating, Fumigating, Pest Control
- \_\_\_ 962-26 Food & Catering
- \_\_\_ 962-32 Mold Remediation
- \_\_\_ 962-33 Hazardous Waste Disposal Services
- \_\_\_ 962-35 Survey Services
- \_\_\_ 962-38 Interpreter Services
- \_\_\_ 962-45 Real Estate Services
- \_\_\_ 962-51 Microfilming Services
- \_\_\_ 962-58 Operation of Vending Machines & Concession
- \_\_\_ 962-60 Operation of Public Parking Facility
- \_\_\_ 962-61 Plants-Interior Design, Leasing & Maint.
- \_\_\_ 962-68 Records Management
- \_\_\_ 962-71 Rental of Portable Toilets
- \_\_\_ 962-76 Trash, Garbage, paper Removal
- \_\_\_ 962-77 Trucking, Hauling & Moving
- \_\_\_ 962-88 Wrecker & Towing Services (All Types)

**Printing, Publishing**

- \_\_\_ 966-05 Bookbinding, Repairing, of Printed Materials

**Public Works, Construction & Related Services**

- \_\_\_ 968-07 Building & Construction Consultants & Contractors
- \_\_\_ 968-08 Cathodic Protection Services
- \_\_\_ 968-10 Mechanical Contractors
- \_\_\_ 968-13 Underwater Diving Services
- \_\_\_ 968-14 Construction (Marine-Docks, Seawalls, etc.)
- \_\_\_ 968-15 Demolition & Removal Services (All Types)
- \_\_\_ 968-16 Dredging Services
- \_\_\_ 968-21 Electrical Services
- \_\_\_ 968-24 Excavating Services
- \_\_\_ 968-29 Fuel Storage Tank Removal
- \_\_\_ 968-60 Construction, Maint., Repair Swimming Pools
- \_\_\_ 968-61 Paving, Sports Area Surfacing
- \_\_\_ 968-62 Concrete Construction & Repair
- \_\_\_ 968-63 Public Utility/Underground Construction
- \_\_\_ 968-67 Railroad Construction
- \_\_\_ 968-68 Road Building; Bridges, Culverts, etc.
- \_\_\_ 968-74 Road Striping & Marking
- \_\_\_ 968-80 Steel Fabrication/Installation
- \_\_\_ 968-90 Welding

**Groundskeeping, Roadside & Park Maintenance**

- \_\_\_ 988-38 Irrigation System Design/Installation
- \_\_\_ 988-45 Landscaping & Lawn Care Services
- \_\_\_ 988-46 Sodding
- \_\_\_ 988-47 Tree Trimming

**Security, Fire, Safety & Emergency Services**

- \_\_\_ 990-25 Fire Fighting Services
- \_\_\_ 990-33 Guard and Security
- \_\_\_ 990-60 Sprinkler Systems, Fire, Design/Install/Maintenance

- \_\_\_ 999-01 Information only Vendors

## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <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"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### 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).

**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 on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

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

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**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 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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

### **Updating Your Information**

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### **Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

### **Specific Instructions**

#### **Name**

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

**Disregarded entity.** Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

#### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

## NOTICE REGARDING SOCIAL SECURITY NUMBERS

Federal and State laws require the City of Pensacola to provide written notice when a social security number is being obtained by the City. The City utilizes social security numbers for identification, tax reporting, applications for assistance and income verification as required by applicable program requirements under state or federal law, claims handling and data management purposes only, and all federal and state statutes regarding confidentiality and restriction of use are adhered to. The disclosure is authorized pursuant to F.S. 119.071, and no right, benefit or privilege may be denied because of the refusal to disclose a social security account number, unless collection of the social security number is mandated by law or required to be disclosed to provide assistance.