



CITY OF RICHMOND, PROCUREMENT SERVICES
900 EAST BROAD STREET, ROOM 1104, RICHMOND, VA 23219
PHONE: 804-646-5818 | FAX: 804-646-5989
EMAIL: RAPIDSVENDORREGISTRATION@RICHMONDGOV.COM

October 29, 2011

Dear Vendor:

You are receiving this letter as a valued City of Richmond supplier and business partner. This letter is to inform you of a new and easy-to-use procurement tool that will make purchasing transactions with the City more efficient for vendors.

Background:

We are introducing an enterprise resource planning and management system called **RAPIDS** (RVA: **Advancing Proven Innovative Direction**). RAPIDS is a secure web-based easy-to-use procurement tool that will make purchasing transactions with the City more efficient. RAPIDS will allow suppliers to locate and respond to City of Richmond bids, receive faster payments, and make secure online real-time updates to account information. Key components are scheduled to go live beginning July 2012.

A critical component of RAPIDS is vendor registration. All vendors must register or re-register in order to do business with the City. Doing so will help assure that the City has accurate vendor information for you.

You will need the forms below to complete the new registration process. The enclosed vendor registration packet contains the required forms and instructions for completing and submitting them. Please return the completed packet as directed on the form. This packet is also available online at www.richmondgov.com/Procurement. You will be added to the new vendor database once a completed Vendor Registration Packet is received.

- The City of Richmond Vendor Registration Application
- IRS W-9
- The City of Richmond ACH-Direct Deposit Form*
- The City of Richmond EDI Payment Agreement for Contractors

*EFT/ACH payments are faster and less expensive than check payments. The City encourages all vendors to accept payment in this manner.

If you have questions about or need assistance with the new registration process please call 804-646-5818.

Sincerely,

Handwritten signature of Cheryl Wright in black ink.

Cheryl Wright
Director
Procurement Services

Sincerely,

Handwritten signature of Wayne Lassiter in black ink.

Wayne Lassiter
Interim Director
Finance



EDI PAYMENT AGREEMENT FOR CONTRACTORS

CITY OF RICHMOND, PROCUREMENT SERVICES

ATTENTION: VENDOR REGISTRATION

900 EAST BROAD STREET, ROOM 1104, RICHMOND, VA 23219

PHONE: 804-646-5818 | FAX: 804-646-5989 | EMAIL: RAPIDSVENDORREGISTRATION@RICHMONDGOV.COM

This Agreement is entered into as of this _____ day of _____, 20____ between the City of Richmond, Virginia ("City") and

("COMPANY").

COMPANY hereby authorizes the City to make payments for goods and services covered by any agreement between the City and COMPANY (the "Business Agreements") by utilizing, at the City's option, electronic data interchange ("EDI"). COMPANY acknowledges and agrees that the provisions in the Business Agreements governing the method and timing of payment shall be amended to the extent provided in this Agreement.

An EDI payment from the City to COMPANY shall be considered timely if the payment is completed in accordance with Richmond City Code § 74-9 / Virginia Code § 2.2-4352. If the EDI payment cannot be completed on such date, the City's payment is timely if the funds transfer is completed on the next business day. The EDI payment shall be deemed completed when COMPANY's Depository Institution has accepted the payment order within the meaning of Article 4A of the Uniform Commercial Code (i.e., Virginia Code tit. 8.4A). The City may not use an EDI payment to affect an accord and satisfaction without COMPANY's written consent thereto. The Electronic Payment Information Form is an integral part of this Agreement.

COMPANY understands and acknowledges that the City will deliver the remittance data to COMPANY's designated Depository Institution.

COMPANY shall provide the City written notification of any change in the depository institution, payment instructions, or remittance data instructions at least 15 days in advance of such change. Such notification shall be delivered to the City's Department of Finance via:

- Fax to: ATTN: City of Richmond, Finance Department c/o Procurement Services 804-646-5989, or
- U.S. Mail to: City of Richmond, Finance Department c/o Procurement Services, 900 East Broad Street, Room 1104, Richmond, Virginia 23219.

A "Trading Partner Notification of Change" form can be printed from the website of the Department of Finance (www.richmondgov.com/departments/finance), the changed information filled in, and the form faxed or mailed to the fax number or address above, respectively.

In the event of duplicate payment, overpayment, fraudulent payment, or payment made in error, COMPANY agrees to return any such payment to the City, after the City first provides information to COMPANY documenting any duplicate payment, overpayment, fraudulent payment, or payment in error. Any return shall, at COMPANY's option, be made by EDI payment in accordance with the rules of the National Automated Clearing House Association, or by check.

The City shall be responsible for making all payments required pursuant to the Business Agreements and for any loss of payment prior to the point at which COMPANY's Depository Institution shall have accepted the payment order, except that COMPANY shall be responsible for any loss which may arise by reason of any error, mistake, or fraud regarding the information provided by COMPANY herein, or any subsequent changes thereto. The City shall bear any other loss, except to the extent that such loss arises by reason of the negligence or willful misconduct of COMPANY. In the event that payment timely initiated by the City has not been received by COMPANY by the due date thereof because of failure or delay by the funds transfer system or rejected by COMPANY's bank, the City shall pay COMPANY as soon as practicable after such failure or delay is discovered, and the City shall not be in breach of the Business Agreements for failure to make payment.

Each party shall bear the respective fees and other charges assessed by its designated banks and third party service providers.

Each party may terminate this Agreement upon 30 days notice to the other, but this Agreement will remain in effect as to all funds transfers that have been initiated by the City and not canceled prior to termination hereof. In the event of any inconsistency between this Agreement and any other Business Agreement addressing the subject matter of this Agreement, this Agreement shall control.

This Agreement is governed by and interpreted in accordance with the laws of the Commonwealth of Virginia.

COMPANY: _____

Signature: _____

Print Name: _____

Title: _____

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	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.

Sign Here	Signature of U.S. person ▶	Date ▶
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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 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² 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. 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 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 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 ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
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 ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
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 ⁴
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

¹ 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.

² Circle the minor's name and furnish the minor's SSN.

³ 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.

⁴ 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. 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 or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit 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.



VENDOR REGISTRATION APPLICATION

CITY OF RICHMOND, PROCUREMENT SERVICES

ATTENTION: VENDOR REGISTRATION

900 EAST BROAD STREET, ROOM 1104, RICHMOND, VA 23219

PHONE: 804-646-5818 | FAX: 804-646-5989 | EMAIL: RAPIDSVENDORREGISTRATION@RICHMONDGOV.COM

INSTRUCTIONS: Complete this form and submit it along with a completed and signed IRS W-9 and ACH – Direct Deposit Form and EDI Payment Agreement for Contractors, if applicable, to the mailing address, fax number or email address above. Any application that is unsigned, omits required information, or does not include the aforementioned IRS W-9 will be considered incomplete. Required information is denoted by a red asterisk (*). Incomplete applications will be neither processed nor returned.

SECTION I: BUSINESS PROFILE*

Company Name (as shown on your income tax return) *	Business Type (check all that apply)	Business Classification* (as defined by the IRS)
Doing Business As (DBA)	<input type="checkbox"/> Minority	<input type="checkbox"/> Corporation
Business Website	<input type="checkbox"/> Small	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Small Emerging	<input type="checkbox"/> Sole Proprietorship
	<input type="checkbox"/> Woman-Owned	<input type="checkbox"/> Non-Profit
	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Individual

Has your company previously registered with the City of Richmond, Procurement Services Department? * Yes No

Tax Identification Number (TIN)*	
Enter the employee identification number (EIN#), social security number (SS#) or individual taxpayer identification number (ITIN#) you provided on the W-9 that will accompany this application.	EIN#: <input type="text"/> - <input type="text"/>
	<input type="checkbox"/> SS# or <input type="checkbox"/> ITIN#: <input type="text"/> - <input type="text"/> - <input type="text"/>

Primary Contact Information*			
Contact Name	Email	Phone () -	Fax () -
Address (number, street, and apt. or suite no.)		City, State	Zip Code
Use Primary Information For (check all that apply): <input type="checkbox"/> Quote Requests <input type="checkbox"/> Remittance <input type="checkbox"/> Purchase Orders			
Preferred Method of Delivery: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail			

Secondary Contact Information			
Contact Name	Email	Phone () -	Fax () -
Address (number, street, and apt. or suite no.)		City, State	Zip Code
Use Secondary Information For (check all that apply): <input type="checkbox"/> Quote Requests <input type="checkbox"/> Remittance <input type="checkbox"/> Purchase Orders			
Preferred Method of Delivery: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail			

Tertiary Contact Information			
Contact Name	Email	Phone () -	Fax () -
Address (number, street, and apt. or suite no.)		City, State	Zip Code
Use Tertiary Information For (check all that apply): <input type="checkbox"/> Quote Requests <input type="checkbox"/> Remittance <input type="checkbox"/> Purchase Orders			
Preferred Method of Delivery: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail			



VENDOR REGISTRATION APPLICATION

CITY OF RICHMOND, PROCUREMENT SERVICES

ATTENTION: VENDOR REGISTRATION

900 EAST BROAD STREET, ROOM 1104, RICHMOND, VA 23219

PHONE: 804-646-5818 | FAX: 804-646-5989 | EMAIL: RAPIDSVENDORREGISTRATION@RICHMONDGOV.COM

SECTION 2: COMMODITY CODES FOR GOODS & SERVICES*

The next several pages list alphabetically by description the National Institute Governmental Purchasing (NIGP) Commodity Codes for major classes of goods and services. These descriptions are truncated due to space limitations. Place a check mark next to all goods and services your company is able to supply.

Yes	Commodity/Description
<input type="checkbox"/>	00500 abrasives
<input type="checkbox"/>	01000 acoustical tile, insulating materials, & supplies
<input type="checkbox"/>	01500 addressing, copying, mimeograph, & spirit duplicat
<input type="checkbox"/>	01900 agricultural crops & grains incldng fruits, melons
<input type="checkbox"/>	02200 agricultural eqpmnt & implement parts
<input type="checkbox"/>	02000 agricultural eqpmnt, implements, & accessories (se
<input type="checkbox"/>	02500 air compressors & accessories
<input type="checkbox"/>	03100 air conditioning, heating, & ventilating: eqpmnt,
<input type="checkbox"/>	90500 aircraft & airport operations srvc
<input type="checkbox"/>	03500 aircraft & airport, eqpmnt, parts, & supplies
<input type="checkbox"/>	03700 amusement, decorations, entertainment, toys, etc.
<input type="checkbox"/>	04000 animals, birds, marine life, & poultry, incldng ac
<input type="checkbox"/>	04500 appliances & eqpmnt, household type
<input type="checkbox"/>	90700 architectural & engineering srvc, non-professiona
<input type="checkbox"/>	90600 architectural srvc, professional
<input type="checkbox"/>	05000 art eqpmnt & supplies
<input type="checkbox"/>	05200 art objects
<input type="checkbox"/>	07100 automobiles, school buses, suvs, & vans (incldng d
<input type="checkbox"/>	05500 automotive accessories for automobiles, buses, tra
<input type="checkbox"/>	06500 automotive bodies, accessories, & parts
<input type="checkbox"/>	06000 automotive maint items & repair/replacement parts
<input type="checkbox"/>	07500 automotive shop & related eqpmnt & supplies
<input type="checkbox"/>	08000 badges, emblems, name tags & plates, jewelry, etc.
<input type="checkbox"/>	08500 bags, bagging, ties, & erosion control eqpmnt
<input type="checkbox"/>	09000 bakery eqpmnt, commercial

Yes	Commodity/Description
<input type="checkbox"/>	09500 barber & beauty shop eqpmnt & supplies
<input type="checkbox"/>	10000 barrels, drums, kegs, & containers
<input type="checkbox"/>	10500 bearings (except wheel bearings & seals -see class
<input type="checkbox"/>	11000 belts & belting: automotive & industrial
<input type="checkbox"/>	11500 biochemicals, research
<input type="checkbox"/>	12000 boats, motors, & marine & wildlife supplies
<input type="checkbox"/>	12500 bookbinding supplies
<input type="checkbox"/>	90800 bookbinding, rebinding, & repairing
<input type="checkbox"/>	13500 bricks, clay, refractory materials, stone, & tile
<input type="checkbox"/>	14000 broom, brush, & mop manufacturing machinery & supp
<input type="checkbox"/>	14500 brushes (not otherwise classified)
<input type="checkbox"/>	15000 builder's supplies
<input type="checkbox"/>	90900 bldg construction srvc, new (incl. maint & repair
<input type="checkbox"/>	91000 bldg maint & repair srvc
<input type="checkbox"/>	15500 buildings & structures: fabricated & prefabricated
<input type="checkbox"/>	16000 butcher shop & meat processing eqpmnt
<input type="checkbox"/>	16500 cafeteria & kitchen eqpmnt, commercial
<input type="checkbox"/>	17500 chemical lab eqpmnt & supplies
<input type="checkbox"/>	18000 chemical raw materials (in large quantities primar
<input type="checkbox"/>	19000 chemicals & solvents, commercial (in bulk)
<input type="checkbox"/>	19200 cleaning compositions, detergents, solvents, & str
<input type="checkbox"/>	19300 clinical lab reagents & tests (blood grouping, dia
<input type="checkbox"/>	19500 clocks, timers, watches, & jewelers' & watchmakers
<input type="checkbox"/>	20100 clothing accessories (see class 800 for shoes & bo
<input type="checkbox"/>	20000 clothing: athletic, casual, dress, uniform, weathe



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Yes	Commodity/Description
<input type="checkbox"/>	91500 communications & media related svcs
<input type="checkbox"/>	20700 computer accessories & supplies
<input type="checkbox"/>	20300 computer accessories & supplies, environmentally c
<input type="checkbox"/>	20400 computer hardware & peripherals for microcomputers
<input type="checkbox"/>	20600 computer hardware & peripherals for mini & main fr
<input type="checkbox"/>	20800 computer software for microcomputers (preprogramme
<input type="checkbox"/>	20900 computer software for mini & mainframe computers (
<input type="checkbox"/>	21000 concrete & metal culverts, pilings, septic tanks,
<input type="checkbox"/>	91200 construction svcs, general (incl. maint & repair
<input type="checkbox"/>	91300 construction svcs, hvy
<input type="checkbox"/>	91400 construction svcs, trade (new construction)
<input type="checkbox"/>	91800 consulting svcs
<input type="checkbox"/>	22000 controlling, indicating, measuring, monitoring, &
<input type="checkbox"/>	22500 coolers, drinking water (water fountains)
<input type="checkbox"/>	23200 crafts, general
<input type="checkbox"/>	23300 crafts, specialized
<input type="checkbox"/>	24000 cutlery, dishes, flatware, glassware, trays, utens
<input type="checkbox"/>	24500 dairy eqpmnt & supplies
<input type="checkbox"/>	25000 data processing cards & paper
<input type="checkbox"/>	25100 data processing cards & paper, environmentally cer
<input type="checkbox"/>	92000 data processing, computer, programming, & software
<input type="checkbox"/>	25500 decals & stamps
<input type="checkbox"/>	25700 defense system & homeland security eqpmnt, weapons
<input type="checkbox"/>	26000 dental eqpmnt & supplies
<input type="checkbox"/>	26500 draperies, curtains, & upholstery material (incldn
<input type="checkbox"/>	27100 drug & feeding administration, infusion, & irrigat
<input type="checkbox"/>	26900 drugs & pharmaceuticals
<input type="checkbox"/>	92400 educational/training svcs
<input type="checkbox"/>	27900 eighteenth (18th) century reproduction goods

Yes	Commodity/Description
<input type="checkbox"/>	28000 electrical cables & wires (not electronic)
<input type="checkbox"/>	28500 electrical eqpmnt & supplies (except cable & wire)
<input type="checkbox"/>	28700 electronic eqpmnt, components, parts, & accessorie
<input type="checkbox"/>	29500 elevators, escalators, & moving walks (bldg type)
<input type="checkbox"/>	29000 energy collecting eqpmnt & accessories: solar & wi
<input type="checkbox"/>	30500 engineering & architectural eqpmnt, surveying eqpm
<input type="checkbox"/>	30600 engineering & architectural eqpmnt, surveying eqpm
<input type="checkbox"/>	92500 engineering svcs, professional
<input type="checkbox"/>	31000 envelopes, plain or printed
<input type="checkbox"/>	92600 environmental & ecological svcs
<input type="checkbox"/>	31200 environmental protective eqpmnt (inside & outside)
<input type="checkbox"/>	31500 epoxy based formulations for adhesives, coatings,
<input type="checkbox"/>	92900 maint & repair - agricultural, construction, hvy
<input type="checkbox"/>	93900 maint/repair - computers/office/photo/radio/tv eqp
<input type="checkbox"/>	93600 maint/repair - general eqpmnt
<input type="checkbox"/>	93400 maint/repair svcs for laundry, lawn, painting, pl
<input type="checkbox"/>	92800 maint/recondition/repair - vehicles
<input type="checkbox"/>	93100 maint/recondition/repair - appliance, athletic, c
<input type="checkbox"/>	93800 maint/recondition/repair - hospital/lab/testing
<input type="checkbox"/>	94100 maint/recondition/repair/related svcs - power generat
<input type="checkbox"/>	94000 maint/repair/construction/ related svcs - railroad
<input type="checkbox"/>	31800 fare collection eqpmnt & supplies
<input type="checkbox"/>	94400 farming & ranching svcs, animal & crop
<input type="checkbox"/>	32000 fastening/packaging/strapping/tying eqpmnt & suppl
<input type="checkbox"/>	32500 feed/bedding/vitamins/supplements - animals (see c
<input type="checkbox"/>	33000 fencing
<input type="checkbox"/>	33500 fertilizers & soil conditioners
<input type="checkbox"/>	94600 financial svcs
<input type="checkbox"/>	34000 fire protection eqpmnt & supplies



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CITY OF RICHMOND, PROCUREMENT SERVICES

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Yes	Commodity/Description
<input type="checkbox"/>	34500 first aid & safety eqpmnt & supplies (except nucle
<input type="checkbox"/>	94500 fishing, hunting, trapping, game propagation, & re
<input type="checkbox"/>	35000 flags, flag poles, banners, & accessories
<input type="checkbox"/>	36000 floor covering, floor covering installation & remo
<input type="checkbox"/>	36500 floor maint machines, parts, & accessories
<input type="checkbox"/>	37000 food processing & canning eqpmnt & supplies
<input type="checkbox"/>	38500 foods, frozen
<input type="checkbox"/>	37500 foods: bakery products (fresh)
<input type="checkbox"/>	38000 foods: dairy products (fresh)
<input type="checkbox"/>	39000 foods: perishable
<input type="checkbox"/>	39300 foods: staple grocery & grocer's miscellaneous ite
<input type="checkbox"/>	94700 forestry svcs
<input type="checkbox"/>	39500 forms, continuous: computer paper, form labels, sn
<input type="checkbox"/>	40000 foundry castings, eqpmnt, & supplies
<input type="checkbox"/>	40500 fuel, oil, grease & lubricants
<input type="checkbox"/>	42000 furniture: cafeteria, chapel, dormitory, household
<input type="checkbox"/>	41000 furniture: health care, hospital and/or doctor's o
<input type="checkbox"/>	41500 furniture: lab
<input type="checkbox"/>	42500 furniture: office
<input type="checkbox"/>	43000 gases, containers, eqpmnt: lab, medical, & welding
<input type="checkbox"/>	43500 germicides/cleaners/sanitation products - healthca
<input type="checkbox"/>	43600 germicides/cleaners/sanitation products - environm
<input type="checkbox"/>	44000 glass & glazing supplies
<input type="checkbox"/>	44500 hand tools (powered & non-powered), accessories &
<input type="checkbox"/>	45000 hardware & related items
<input type="checkbox"/>	94800 health related svcs (for human svcs see class 95
<input type="checkbox"/>	46000 hose, accessories, & supplies: industrial, commerc
<input type="checkbox"/>	46500 hospital & surgical eqpmnt, instruments, & supplie
<input type="checkbox"/>	47000 hospital handicap & related specialized eqpmnt & s

Yes	Commodity/Description
<input type="checkbox"/>	47500 hospital, surgical, & medical related accessories
<input type="checkbox"/>	95200 human svcs
<input type="checkbox"/>	95300 insurance, all types
<input type="checkbox"/>	48500 janitorial supplies, gen. line
<input type="checkbox"/>	48600 janitorial supplies, gen. line, environmentally ce
<input type="checkbox"/>	49500 lab & field eqpmnt & supplies: biology, botany, ge
<input type="checkbox"/>	49000 lab eqpmnt & accessories (for general analytical &
<input type="checkbox"/>	49300 lab eqpmnt, accessories, & supplies: biochemistry,
<input type="checkbox"/>	50500 laundry & dry cleaning compounds, detergents, & su
<input type="checkbox"/>	50000 laundry & dry cleaning eqpmnt, accessories, parts
<input type="checkbox"/>	95400 laundry & dry cleaning svcs
<input type="checkbox"/>	51000 laundry textiles & supplies
<input type="checkbox"/>	51500 lawn maint eqpmnt & accessories (see class 020 for
<input type="checkbox"/>	52000 leather & shoe accessories, eqpmnt, & supplies
<input type="checkbox"/>	52500 library & archival eqpmnt, machines, & supplies
<input type="checkbox"/>	95600 library svcs (incl. research & subscription svcs
<input type="checkbox"/>	53000 luggage, brief cases, purses & related items
<input type="checkbox"/>	54000 lumber, siding, & related products
<input type="checkbox"/>	54500 machinery & hardware, industrial
<input type="checkbox"/>	95800 management svcs
<input type="checkbox"/>	55300 manufacturing components & supplies
<input type="checkbox"/>	95900 marine construction & related svcs; marine maint/
<input type="checkbox"/>	55000 markers, plaques & traffic control devices
<input type="checkbox"/>	55500 marking & stenciling devices
<input type="checkbox"/>	55900 mass transportation - rail vehicle parts & accesso
<input type="checkbox"/>	55800 mass transportation - rail vehicles & systems
<input type="checkbox"/>	55600 mass transportation - transit bus
<input type="checkbox"/>	55700 mass transportation - transit bus accessories & pa
<input type="checkbox"/>	56000 material handling & storage eqpmnt & allied items



VENDOR REGISTRATION APPLICATION

CITY OF RICHMOND, PROCUREMENT SERVICES

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Yes	Commodity/Description
<input type="checkbox"/>	56500 mattress & pillow manufacturing machinery & suppli
<input type="checkbox"/>	57000 metals: bars, plates, rods, sheets, strips, struct
<input type="checkbox"/>	57500 microfiche & microfilm eqpmnt, accessories, & supp
<input type="checkbox"/>	57800 miscellaneous products (not otherwise classified)
<input type="checkbox"/>	96200 miscellaneous srvcs no. 2 (not otherwise classifie
<input type="checkbox"/>	96100 miscellaneous srvcs, no. 1
<input type="checkbox"/>	58000 musical instruments, accessories, & supplies
<input type="checkbox"/>	96300 non-biddable miscellaneous items
<input type="checkbox"/>	59000 notions & related sewing accessories & supplies
<input type="checkbox"/>	59300 nuclear eqpmnt components, accessories & supplies
<input type="checkbox"/>	59500 nursery (plants) stock, eqpmnt, & supplies
<input type="checkbox"/>	60000 office machines, eqpmnt, & accessories
<input type="checkbox"/>	60500 office mechanical aids, small machines, & apparatus
<input type="checkbox"/>	61500 office supplies, general
<input type="checkbox"/>	61600 office supplies, general, environmentally certifie
<input type="checkbox"/>	61000 office supplies: carbon paper & ribbons, all types
<input type="checkbox"/>	62000 office supplies: erasers, inks, leads, pens, penci
<input type="checkbox"/>	62500 optical eqpmnt, accessories, & supplies
<input type="checkbox"/>	63000 paint/protective coatings/varnish/wallpaper/relate
<input type="checkbox"/>	63100 paint/protective coatings/varnish/wallpaper/relate
<input type="checkbox"/>	63500 painting eqpmnt & accessories
<input type="checkbox"/>	64000 paper/plastic products, disposable
<input type="checkbox"/>	64100 paper/plastic products, disposable, environmental
<input type="checkbox"/>	64500 paper, for office & print shop use
<input type="checkbox"/>	64600 paper, for office & print shop use, environmental
<input type="checkbox"/>	65000 park, playground, recreational area & swimming poo
<input type="checkbox"/>	65200 personal hygiene & grooming eqpmnt & supplies
<input type="checkbox"/>	67500 pesticides & chemicals: agricultural & industrial
<input type="checkbox"/>	65500 photographic eqpmnt, film, & supplies (not graphic

Yes	Commodity/Description
<input type="checkbox"/>	65900 pipe & tubing fittings
<input type="checkbox"/>	65800 pipe, tubing, & accessories (not fittings)
<input type="checkbox"/>	66000 pipes, tobaccos, smoking accessories; alcoholic be
<input type="checkbox"/>	66500 plastics, resins, fiberglass: construction, formin
<input type="checkbox"/>	67000 plumbing eqpmnt, fixtures, & supplies
<input type="checkbox"/>	68000 police & prison eqpmnt & supplies
<input type="checkbox"/>	68500 poultry eqpmnt & supplies
<input type="checkbox"/>	69000 power generation eqpmnt, accessories, & supplies
<input type="checkbox"/>	69100 power transmission eqpmnt (electrical, mechanical,
<input type="checkbox"/>	96600 printing & related srvcs
<input type="checkbox"/>	70000 printing plant eqpmnt & supplies (except papers)
<input type="checkbox"/>	96500 printing preparations: etching, photoengraving, &
<input type="checkbox"/>	96700 production & manufacturing srvcs
<input type="checkbox"/>	71000 prosthetic devices, hearing aids, auditory testing
<input type="checkbox"/>	96800 public works & related srvcs
<input type="checkbox"/>	71500 publications, audiovisual materials, books, textbo
<input type="checkbox"/>	72000 pumping eqpmnt & accessories
<input type="checkbox"/>	73000 radio communication & telecommunication testing, m
<input type="checkbox"/>	72600 radio communication eqpmnt, accessories & supplies
<input type="checkbox"/>	73500 rags, shop towels, & wiping cloths
<input type="checkbox"/>	97100 real property rental or lease
<input type="checkbox"/>	74000 refrigeration eqpmnt & accessories
<input type="checkbox"/>	98100 rental or lease of eqpmnt - general eqpmnt
<input type="checkbox"/>	97500 rental or lease srvcs of agricultural, aircraft, a
<input type="checkbox"/>	97700 rental or lease srvcs of appliances, cafeteria, fi
<input type="checkbox"/>	98300 rental or lease srvcs of clothing, janitorial, lau
<input type="checkbox"/>	98400 rental or lease srvcs of computers, data processin
<input type="checkbox"/>	97900 rental or lease srvcs of engineering, hospital, la
<input type="checkbox"/>	98500 rental or lease srvcs of eqpmnt - office, photogra



VENDOR REGISTRATION APPLICATION

CITY OF RICHMOND, PROCUREMENT SERVICES

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Yes	Commodity/Description
<input type="checkbox"/>	75500 road & highway asphalt & concrete handling & proce
<input type="checkbox"/>	74500 road & highway bldg materials (asphaltic)
<input type="checkbox"/>	75000 road & highway bldg materials (not asphaltic)
<input type="checkbox"/>	76500 road & highway eqpmnt (except eqpmnt in classes 75
<input type="checkbox"/>	76000 road & highway eqpmnt: earth handling, grading, mo
<input type="checkbox"/>	98800 roadside, grounds, recreational & park area srvc
<input type="checkbox"/>	77000 roofing materials & supplies
<input type="checkbox"/>	99800 sale of surplus & obsolete items
<input type="checkbox"/>	77500 salt (sodium chloride) (see class 393 for table sa
<input type="checkbox"/>	98900 sampling & sample preparation srvc (for testing)
<input type="checkbox"/>	78000 scales & weighing apparatus (see 175-08 for lab ba
<input type="checkbox"/>	78500 school eqpmnt, teaching aids, & supplies
<input type="checkbox"/>	99000 security, fire, safety, & emergency srvc
<input type="checkbox"/>	79000 seed, sod, soil, & inoculants
<input type="checkbox"/>	79500 sewing and textile machinery & accessories
<input type="checkbox"/>	80000 shoes & boots
<input type="checkbox"/>	80100 signs, sign materials, sign making eqpmnt, & relat
<input type="checkbox"/>	80300 sound systems, components, & accessories: group in
<input type="checkbox"/>	80400 spacecrafts, accessories & components
<input type="checkbox"/>	80500 sporting goods, athletic eqpmnt & athletic facilit
<input type="checkbox"/>	81000 spraying eqpmnt (except household, nursery plant,
<input type="checkbox"/>	82000 steam & hot water boilers & steam heating eqpmnt
<input type="checkbox"/>	81500 steam & hot water fittings, accessories, & supplie
<input type="checkbox"/>	82500 stockman eqpmnt & supplies
<input type="checkbox"/>	83000 tanks (metal, plastic, wood, & synthetic materials
<input type="checkbox"/>	83200 tape (not data processing, measuring, optical, sew
<input type="checkbox"/>	83800 telecommunication eqpmnt, accessories & supplies
<input type="checkbox"/>	83900 telephone eqpmnt, accessories & supplies
<input type="checkbox"/>	84000 television eqpmnt & accessories

Yes	Commodity/Description
<input type="checkbox"/>	99200 testing & calibration srvc
<input type="checkbox"/>	84500 testing apparatus & instruments (not for electrica
<input type="checkbox"/>	85000 textiles, fibers, household linens, & piece goods
<input type="checkbox"/>	85500 theatrical eqpmnt & supplies
<input type="checkbox"/>	86000 tickets, coupon books, sales books, strip books, e
<input type="checkbox"/>	86300 tires & tubes
<input type="checkbox"/>	07300 trailers
<input type="checkbox"/>	86400 train controls, electronic
<input type="checkbox"/>	07200 trucks (including, diesel, gasoline, electric, hyb
<input type="checkbox"/>	86500 twine
<input type="checkbox"/>	87000 venetian blinds, awnings, & shades
<input type="checkbox"/>	87500 veterinary eqpmnt & supplies (see class 325 for vi
<input type="checkbox"/>	88000 visual education eqpmnt & supplies (except project
<input type="checkbox"/>	88300 voice response systems
<input type="checkbox"/>	88500 water & wastewater treating chemicals
<input type="checkbox"/>	89000 water supply, groundwater, sewage treatment, & rel
<input type="checkbox"/>	89500 welding eqpmnt & supplies
<input type="checkbox"/>	89800 x-ray & other radiological eqpmnt & supplies (medi



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SECTION 3: TERMS & CONDITIONS*

Company Name (as shown on your income tax return) *

Doing Business As (DBA)

Business Website

Tax Identification Number (TIN)*	
Enter the employee identification number (EIN#), social security number (SS#) or individual taxpayer identification number (ITIN#) you provided on the W-9 that will accompany this application.	EIN#: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<input type="checkbox"/> SS# or <input type="checkbox"/> ITIN#: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

I the undersigned hereby certify that:

- a. I am a representative of the above entity authorized to sign legally binding documents on its behalf;
- b. unless otherwise negotiated and documented in writing, the aforementioned entity shall abide by the City of Richmond's Terms including but not limited to:
 - 1. payment terms of 2% 20/Net 30;
 - 2. City of Richmond General Terms and Conditions, incorporated herein by reference, and any changes thereto;
- c. to the best of my knowledge, all information on this application is accurate and complete.

Company Representative Name (Type or Print) *

Title (Type or Print) *

Phone#*

Company Representative Name (Signature) *

Date*

Email Address*