



CITY OF DAHLONEGA
465 Riley Road
Dahlonega, Georgia 30533
Phone: 706-864-6133 • Fax: 706-864-4837

VENDOR REGISTRATION

GENERAL BUSINESS INFORMATION:

(☐ Business or ☐ Individual)

NAME OF VENDOR:

STREET ADDRESS:

CITY/STATE/ZIP:

Mailing Address (if different than above):

City/State/Zip:

CORPORATE WEBSITE:

PHONE:

PRINCIPAL LINE OF BUSINESS (SUPPLIES/SERVICES PROVIDED):

SELLING TERMS & DISCOUNTS OFFERED:

IS YOUR COMPANY LICENSED TO DO BUSINESS IN GEORGIA? ☐ YES ☐ NO

Please Select One:

☐ SUPPLY VENDOR

☐ SERVICE VENDOR (SERVICE VENDORS: PLEASE VERIFY IF YOU ARE AN OFF-SITE VENDOR OR ON-SITE VENDOR)

☐ OFF-SITE VENDOR

☐ ON-SITE VENDOR

SERVICE VENDORS ONLY:

DOES YOUR COMPANY HAVE EMPLOYEES? ☐ YES ☐ NO

IF YES, DOES YOUR COMPANY HAVE MORE THAN 3 EMPLOYEES? ☐ YES* ☐ NO

**IF YES, YOU WILL HAVE TO PROVIDE PROOF OF WORKER'S COMP INSURANCE IF SERVICE VENDOR*

BUSINESS REPRESENTATIVES:

OFFICIAL REPRESENTATIVE'S NAME:

TITLE:

EMAIL:

PHONE:

OFFICIAL REPRESENTATIVE:

TITLE:

EMAIL:

PHONE:

OFFICIAL REPRESENTATIVE SIGNATURE

TITLE:

PRINTED NAME

DATE:

TO BE COMPLETED BY THE CITY OF DAHLONEGA

- ☐ IRS W-9
- ☐ E-VERIFY AFFIDAVIT (IF SERVICE VENDOR WITH EMPLOYEES)
- ☐ PRIVATE EMPLOYER AFFIDAVIT & DL (IF SERVICE VENDOR WITH NO EMPLOYEES)
- ☐ CERTIFICATE OF INSURANCE (IF SERVICE VENDOR)
- ☐ ACH AGREEMENT

VENDOR ID #: _____

Last Updated 12/2023

**Request for Taxpayer
Identification Number and Certification**

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

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

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

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

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

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.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

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

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

Purpose of Form

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



AGREEMENT FOR ELECTRONIC PAYMENTS

AUTHORIZATION OF ELECTRONIC FUNDS TRANSFERS

I hereby authorize the City of Dahlonega to initiate a CREDIT entry to my account as indicated below.

Financial Institution Name _____

Account Title _____

ABA Routing # _____

Account Number _____

Please mark the appropriate account type: ☐ Checking or Money Market ☐ Savings

This authorization is to remain in effect until the City of Dahlonega has received written notification of its termination.

Authorized Signer _____

Printed Name _____

Email Address for Remittance Notices _____

Vendor Name _____

Date _____ Vendor Number _____

REVOCATION OF ELECTRONIC FUNDS TRANSFERS*

I hereby revoke the City of Dahlonega's authority to initiate a CREDIT entry to my account.

Effective Date _____

Authorized Signer _____

Printed Name _____

Vendor Name _____

Date _____ Vendor Number _____

*Please allow 10 business days for processing the revocation.