Mike Stark
County Manager

Steven Saavedra
Deputy County Manager

Kim Martin
Chief Financial Officer, CPFO

Travis Sisco
Deputy Chief Financial Officer

Finance Department

100 South Oliver Drive
Aztec, New Mexico 87410
Phone: (505) 334-4581 Fax: (505) 334-1633
www.sjcounty.net

VENDOR INFORMATION FORM

Thank you for choosing to do business with San Juan County. We value the opportunity to work together and look forward to establishing a successful partnership. To ensure timely processing of vendor setup, payments, and purchase orders, please complete all sections of this form in full and return the completed packet to vendors@sjcounty.net. Incomplete submissions may result in delays. If you have any questions or require assistance, please contact our office at 505-334-4280.

Date Submitted:

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1. COMPANY INFORMATION

Company Name:

Physical Address:
Street Address:

City: ________________________ State: _______ Zip: ___________
Main Phone Number:

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2. PRIMARY CONTACT INFORMATION

Contact Person Name:

Contact Phone Number:

Contact Email Address:

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3. REMITTANCE INFORMATION

☐ Remit-To Address is the Same as Company Address
Street Address:

City: ________________________ State: _______ Zip: ___________

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4. PURCHASE ORDER INFORMATION

☐ Purchase Order Address is the Same as Company Address
Street Address:

City: ________________________ State: _______ Zip: ___________

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FINANCE DEPARTMENT

100 South Oliver Drive
Aztec, New Mexico 87410-2432
Phone: (505) 334-4581   Fax: (505) 334-1633
www.sjcounty.net

Dear Vendor,

To comply with the Federal Income Tax Law as it pertains to form 1099-Misc., we are requesting that you fill out this information sheet and the attached IRS W-9 form. Please attach the W-9 form to the San Juan County Vendor Self Service Site. If ACH is desired, please email the ACH form and a copy of a voided check or letter from the bank with routing & your account number on the Bank's letterhead to vendors@sjcounty.net. Please use the fillable form below to enter all information.

Contact Person: Phone #:

E-mail Address: Fax #:

Where to email purchase orders:

Company Name: Address:

City: State: Zip Code + 4:

Please select one of the payment delivery methods below:

Mail Paper Check ☐ ACH Delivery (Faster Payment Method) ☐

Where to Remit Payment: (if different from above) Bank Name:

Address: Routing #:

City: Account #:

Zip Code + 4: Bank Account Type: (if NOT selected, we will deposit to Checking)

☐ Checking ☐ Savings

Routing & account information can be found at the bottom of the check.

Example: |: 123456789 |: 123456789123 || 1234
Bank Routing # Bank Account # Check #

Authorized Signature: Print:

Title:

Please return to: vendors@sjcounty.net Date:

In order to prevent fraudulent activity, a San Juan County employee will contact you to verify your information.

Building a Stronger Community

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

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.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ 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.

☐ Other (see instructions) ________

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 . . . . ☐

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.)

5 Address (number, street, and apt. or suite no.). See instructions.

6 City, state, and ZIP code

Requester's name and address (optional)

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**

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