



33325 8th Avenue South, Federal Way, WA 98003

New Vendor Update Form

To add your business to our vendor file, or update information, please complete this form and mail to 33325 8th Ave South Federal Way, WA 98003 or fax #253-835-2509 or email accountspayable@cityoffederalway.com

Business Information (as shown on your federal tax return)		(For office use only) VN#: _____	
1. Business Name:	_____ DBA _____		
2. Contact Name:	_____		
3. Business Address:	_____	City State	Zip Code
4. Remit To Address (if different):	_____	City/State	Zip Code
5. Phone #: () -	Fax #: () -	E-Mail: _____	
6. Will you provide supplies or service to the City of Federal Way?	<input type="checkbox"/> Supplies	<input type="checkbox"/> Services	
7. City of Federal Way Staff/Department Contact Name:	_____		

Business Type (Please Check appropriate box for federal tax classification of person/entity entered on line 1)	
<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation
<input type="checkbox"/> Partnership	<input type="checkbox"/> Government Agency
<input type="checkbox"/> Trust/Estate	<input type="checkbox"/> Non-Profit (if exempt, Exempt payee code)
- - - - -	
	Federal ID/EIN # (9 digits)
<input type="checkbox"/> Sole Proprietor	- - - - -
	Federal ID # (9 digits) or Social Security Number
If you are not a corporation, is your Business subject to 1099 reporting? <input type="checkbox"/> Yes <input type="checkbox"/> No	
State of Washington U. B. I. # _____	
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) > _____	
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for US federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
<input type="checkbox"/> Other (see instructions)> _____	
Exemptions (codes apply only to certain entitles, not individuals; see instruction)	
Exempt payee code (if any) _____	Exemption from FATCA reporting code (if any) _____

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 US 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.

The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding

Sign Here	Signature of U.S. person > _____	Date > _____
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What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FACTA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See Exemption from FATCA reporting code, later, and the Instructions for the Requester of Form W-9 for more information

<https://www.irs.gov/pub/irs-pdf/iw9.pdf>

IF the entity/person on line 1 is a(n)....	THEN check the box for....
<ul style="list-style-type: none">• Corporation	Corporation
<ul style="list-style-type: none">• Individual• Sole proprietorship, or• Single-member limited liability company (LLC) owner by and individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single member LLC
<ul style="list-style-type: none">• LLC treated as a partnership for U.S. federal tax purposes.• LLC that has filed FORM 8832 or 2553 to be taxed as a corporation, or• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P = Partnership; C = C corporation; or S = S corporation)
<ul style="list-style-type: none">• Partnership	Partnership
<ul style="list-style-type: none">• Trust/estate	Trust/estate