City of Galax Vendor Authorization and Substitute W-9 Form

To establish a vendor account with The City of Galax, all entities must complete this form and provide the necessary certifications as required by the Internal Revenue Service (IRS). The IRS requires entities to complete a substitute W-9 when requested if it is substantially similar to IRS's Form W-9.

For questions with this form please contact the Finance Office, Derek Spraker at 276-236-2131.

Return Completed Form To:

City of Galax - Procurement
111 E Grayson Street
Galax, VA 24333
OR: email to
dspraker@galaxva.com

DO NOT send to IRS

To avoid backup withholding, the legal name provided must match the legal name on file with the IRS for the tax identification number (TIN) provided below. If the account is in more than one name, list first the name of the person whose number matches the TIN provided.

Legal Name:

Doing Business As (DBA):

☐ Payments should be made payable to DBA

Contact and Taxpayer Identification Information

Main Address (Where tax information and general correspondence is to be mailed)

Address Line 1:

Address Line 2:

City: State: Zip Code:

Remittance Address (Where payment is to be mailed) ☐ Same as Main

Address Line 1:

Address Line 2:

City: State: Zip Code:

Contact Name: Title:

Contact Direct Phone: Ext: Contact Email:

Main Phone Number: Ext:

Taxpayer Identification Number (TIN) (Provide ONE Only)

Social Security Number:

OR

Employer Indentification Number:

Exemptions - Applies to accounts maintained outside of the U.S.

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

Please see IRS Form W-9 instructions for assistance. Instructions can be found at www.irs.gov/FormW9.

Business Type:

(Check only one of the following boxes)

- ○ Individual
- ○ Sole proprietorship
- ○ Single member LLC
- ○ C Corporation
- ○ S Corporation
- ○ Partnership
- ○ Trust or Estate
- ○ Government
- ○ Non-profit
- ○ LLC - C Corporation
- ○ LLC - S Corporation
- ○ LLC - Partnership

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 (including U.S. resident alien); 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 indivdiual 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. While IRS does not require signature for certain types of transactions, the City of Galax requires signature certifying the accuracy of the information submitted on this form.

Printed Name: **Title:** **Date:**

Authorized Signature:

Internal Use Only:

Department Requesting Vendor: Department Contact: