



MATANUSKA-SUSITNA BOROUGH

Purchasing Division

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-8601 • Fax (907) 861-8617

www.matsugov.us/purchasing

January 28, 2015

All Prospective Bidders/Vendors

RE: Purchasing Vender application

Thank you for your interest in becoming a vendor for the Matanuska-Susitna Borough (MSB). The Purchasing Division uses the attached forms to gather vendor information and to upload that information into our financial program. Once the vendor's information is loaded, departments throughout the borough can requisition services and/or supplies from these vendors through the issuance of Purchase Orders. Vendors are warned, no request for services or supplies is authorized except by the receipt of a purchase order signed by the Purchasing Officer or designated representative. If you wish to register with the borough to be a vendor, please complete and return both the Vendor application and the Alternate W-9 form to the Purchasing Division.

Vendors/Contractors wishing to bid on a Borough solicitation may do so without an application on record, but will have to complete and submit an application prior to any purchase order being issued.

This application is only to register with the Matanuska-Susitna Borough. Vendors or contractors wishing to conduct business with any other entities i.e. State of Alaska, MSB School District, or the Cities of Palmer and Wasilla, should contact the respective agency directly.

If you have questions, please feel free to contact the Purchasing Division.

Sincerely,

Rustin M. Krafft
Purchasing Officer
Matanuska-Susitna Borough



MATANUSKA-SUSITNA BOROUGH
PURCHASING DIVISION
350 E. Dahlia Ave., Palmer, Alaska 99645-6488
PHONE (907) 861-8601 • FAX (907) 861-8617
E-MAIL: purchasing@matsugov.us
VENDOR APPLICATION

Note: Please complete all blocks on form, insert N/A if not applicable			1. TYPE OF APPLICATION _____ INITIAL _____ REVISION		2. Date		
3. COMPANY NAME				4. REMIT PAYMENT TO ADDRESS (if different than block 3)			
MAILING ADDRESS (for purchase orders)				MAILING ADDRESS			
CITY		STATE	ZIP	CITY		STATE	
5. TELEPHONE		FAX		6. TELEPHONE		FAX	
7. TYPE OF ORGANIZATION (CHECK ONE)				8. 1099 ADDRESS (if different than item 3)			
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> CORPORATION INCORPORATED UNDER THE LAWS OF THE STATE OF: _____ <input type="checkbox"/> OTHER: _____				STREET ADDRESS			
				CITY		STATE	ZIP
				9. NAMES OF OFFICERS, OWNERS OR PARTNERS			
PRESIDENT		VICE PRESIDENT		SECRETARY			
TREASURER		OWNERS OR PARTNERS					
10. TIN/EIN/SSAN		11. EMAIL ADDRESS			12. COMPANY WEBSITE		
The information supplied herein is correct and neither the applicant nor the person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the Federal Government, State of Alaska or the Matanuska-Susitna Borough from making offers for furnishing materials, supplies or services to any agency identified above.							
13. PRINTED NAME OF AUTHORIZED PERSON				14. SIGNATURE			
15. PRINTED TITLE				16. DATE			

Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <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) ▶ _____ <small>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 U.S. 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.</small> <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 FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
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. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
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				-			-				
or											
Employer identification number											
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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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.