

CITY OF NORTH MYRTLE BEACH, SC

1120 Second Avenue South
North Myrtle Beach, SC 29582
(843) 280-5529 FAX (843) 280-5636
Email: purchasing@nmb.us

PURCHASING DEPARTMENT

ALL ANSWERS SHOULD BE TYPED OR PRINTED. INCOMPLETE APPLICATIONS MAY BE REJECTED.

1. _____
Company Name (as registered with IRS) D/B/A (i.e. John C. Smith, D/B/A Smith Business Forms)

2. _____
Mailing address for orders and/or bids: City/State Zip Code

() _____ () _____
Telephone Fax Email Address

3. _____
Remittance address for mailing payment: City/State Zip Code

() _____ () _____
Telephone Fax Email Address

4. Federal Tax ID Number (*FEIN REQUIRED*) If FEIN is Social Security Number, enter here:
 - - -

Note: A completed W-9 Form (attached) must be returned with this Vendor Application.

5. South Carolina Sales Tax Registration #: If SC Sales Tax number is not supplied, please state reason.
 - _____

6. Type of Organization (Check One):
 Individual/Sole Proprietor Partnership Incorporated Non-Profit Government

7. Names of Officers, Members or Owners of Concern, Partnership, etc.
a. President _____ b. Vice-President _____
c. Secretary _____ d. Owners/Partners _____

8. Names and Capacity of Persons authorized to sign bids and contracts on behalf of applicant:

Name Official Capacity

CERTIFICATION: Under the penalties of perjury, I certify that the information provided in this form is true, correct and complete and that neither the applicant nor any person (or concern) in any connection with the applicant as principal for officer, so far as is known, is not debarred or otherwise declared ineligible from bidding with the City of North Myrtle Beach.

Authorized Signature Printed Name Title Date

- Advertising
- Aerial Lifts
- Appliance Parts
- Appliances
- Appraisers
- Architect
- Asbestos Abatement
- Asbestos Consultants
- Audiovisual Equipment
- Auditors
- Automobiles
- Automotive Services
- Automotive Supplies
- Awards
- Badges
- Batteries
- Binding
- Boat Landing Studies
- Boilers
- Boxes
- Building Supplies
- Buildings, Modular
- Buildings, Prefabricated
- Cabinets
- Cables
- Calculators
- Carpentry
- Carpet
- Carpet Cleaners
- Chemicals
- Clearing
- Clothing, Detention
- Clothing, Firefighter
- Collection Services
- Commodities
- Communications Equipment
- Community Development
- Computer Consultants
- Computer Hardware
- Computer Leasing
- Computer Maintenance
- Computer Software
- Computer Supplies
- Computer Surplus
- Computers, Police
- Concrete Contractor
- Construction Management
- Contractor, General
- Control Systems
- Copiers
- Correctional Food Service
- Correctional Laundry Sply.
- Correctional Medical Serv.
- Cost Allocation Planners

- Counters
- Data Conversion
- Debris
- Demolition
- Developer
- Diesel Fuel
- District Assessment Studies
- Docks
- Document Management Sys.
- Doors
- Dredging
- Education
- Educational Equipment
- Electrical Contractor
- Electrical Products
- Electrical Services
- Electrical Supplies
- Elevators
- Emergency Vehicles
- Engineer
- Engineer, Airport
- Engineer, Civil
- Engineer, Environmental
- Engineer, Roadway
- Engineer, Structural
- Environmental Consultants
- Erosion Control
- Excavating
- Fasteners
- Fax Machines
- Fences
- Filing Systems
- Financial Consulting
- Financial Underwriting
- Fire Protection Equipment
- Fire Protection Services
- Flags
- Fleet Management
- Floor Coverings
- Food Service
- Food Service Equipment
- Furniture
- Furniture, Outdoor
- Garage Equipment
- Gasoline
- Generators
- Geological Consultants
- Geologists
- Geotextiles
- Glass
- Gloves, Medical
- Gloves, Work
- Grading
- Groceries

- Grounds Maintenance
- Hardware
- Hazardous Waste Mgmt.
- Heat & A/C (HVAC)
- Heavy Equipment, Rental
- Heavy Equipment, Repair
- Heavy Equipment, Sales
- Helicopters
- Historical Restoration
- Institutional Furniture
- Institutional Products
- Insulation
- Insurance
- Interior Design
- Irrigation
- Jail Management System
- Janitorial Equipment
- Janitorial Services
- Janitorial Supplies
- Landscaping
- Laundry Equipment
- Lead Removal
- Leasing
- Library Equipment
- Library Furnishings
- Liners
- Locking Systems
- Machine Repair
- Machine Shop
- Mapping
- Marine Supplies
- Marketing Consultants
- Masonry
- Meats
- Medical Equipment
- Medical Services
- Medical Supplies
- Microfilm
- Mobile Unit Supplies
- Movers
- Mowers
- Museum
- Office Furniture
- Office Machines
- Office Supplies
- Office, Mobile
- Paging Systems
- Paint Supplies
- Painters
- Paper Products
- Paving
- Personnel Studies
- Pest Control
- Pesticides

- Photogrammetric Mapping
- Photographic Supplies
- Photography, Aerial
- Photography Services
- Pile Driving
- Planning Consultants
- Plaques
- Plastic Cards
- Plastics
- Plumbing
- Plumbing Supplies
- Police Equipment/Supplies
- Powder Coating
- Printer Supplies
- Printing
- Property Maintenance
- Public Utilities
- Pumps
- Radiators
- Rags, Shop
- Razors
- Real Estate
- Recreational Equipment
- Recycling Equipment
- Recycling Supplies
- Recycling Systems
- Recycling Trucks
- Refuse Equipment
- Road building
- Roofers
- Roofing Supplies
- Safety Equipment
- Safety Shoes
- Sand
- Sandblasting
- School Equipment
- Scrap Metal
- Screen Printing
- Seafood
- Security Systems
- Shelves
- Signage
- Site work
- Solid Waste Collection
- Solid Waste Disposal
- Solid Waste Engineering
- Solid Waste Management
- Sound Systems
- Sprinklers, Lawn
- Stationery
- Steel Buildings
- Steel Fabricators
- Steel Products
- Storage
- Surveillance
- Surveying
- Tanks
- Tapes
- Telecommunications
- Temporary Help
- Testing Services
- Textiles
- Tires
- Tools
- Towing
- Traffic Paint
- Trailers
- Trash Bags
- Travel Agents
- Tree Planting
- Tree Removal
- Trophies
- Truck Bodies
- Truck Equipment
- Trucks
- Tubes
- Underwater Construction
- Uniforms
- Vacuum Cleaners
- Vans, Custom
- Vehicles
- Waste Containers
- Waste Management
- Water Purification
- Waterproofing
- Welding
- Well Contractor
- Window Coverings
- Windows
- Windshields
- Wires
- Wood Products

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do NOT
send to the IRS.

Please print or type

Name (if a joint account or you changed your name, see Specific Instructions on page 2.)	
Business name, if different from above. (See Specific Instructions on page 2.)	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Social security number								

OR

Employer identification number								

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)

Part III Certification

Under penalties of perjury, I certify that:

- 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**
- 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.

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 on page 2.)

Sign Here

Signature ▶

Date ▶

Purpose of form. A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9, if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, IRS **prefers** you use a Form W-8 (certificate of foreign status). After December 31, 2000, foreign persons **must** use an appropriate Form W-8.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive **will** be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole proprietor. You must enter your **individual** name as shown on your social security card. You may enter your business, trade, or "doing business as" name on the **business name** line.

Other entities. Enter your business name as shown on required Federal tax documents. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or "doing business as" name on the business name line.

Part I—Taxpayer Identification Number (TIN)

You must enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, using your EIN may result in unnecessary notices to the requester.

Note: See the chart on this page for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site at www.irs.gov.

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester. Other payments are subject to backup withholding.

Note: Writing "Applied For" means that you have already applied for a TIN **OR** that you intend to apply for one soon.

Part II—For Payees Exempt From Backup Withholding

Individuals (including sole proprietors) are **not** exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the separate Instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester a completed Form W-8 (certification of foreign status).

Part III—Certification

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item **2** in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item **2** of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified state tuition program payments, IRA or MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to

persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name, but you may also enter your business or "doing business as" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.





STATE OF SOUTH CAROLINA
 DEPARTMENT OF REVENUE
**NONRESIDENT TAXPAYER
 REGISTRATION AFFIDAVIT
 INCOME TAX WITHHOLDING**

I-312
 (Rev. 9/16/99)
 3323

The undersigned nonresident taxpayer on oath, being first duly sworn, hereby certifies as follows:

1. Owner, Partner(s) or Corporate Name of Nonresident Taxpayer:

2. Trade Name (Doing Business As):

3. Mailing Address:

4. Federal Identification Number:

5. _____ Hiring or Contracting with:

Name: _____

Address: _____

_____ Receiving Rentals or Royalties From:

Name: _____

Address: _____

6. I hereby certify that the above named nonresident taxpayer is currently registered with (check the appropriate box):

- The South Carolina Secretary of State or
- The South Carolina Department of Revenue

Date of Registration: _____

7. I understand that by this registration, the above named nonresident taxpayer has agreed to be subject to the jurisdiction of the South Carolina Department of Revenue and the courts of South Carolina to determine its South Carolina tax liability, including estimated taxes, together with any related interest and penalties.

8. I understand the South Carolina Department of Revenue may revoke the withholding exemption granted under Code Sections 12-8-540 and 12-8-550 (Previously Code Section 12-9-310) at any time it determines that the above named nonresident taxpayer is not cooperating with the Department in the determination of its correct South Carolina tax liability.

The undersigned understands that any false statement contained herein could be punished by fine, imprisonment or both.

Recognizing that I am subject to the criminal penalties under Code Section 12-54-44 (B) (6) (a) (i), I declare that I have examined this affidavit and to the best of my knowledge and belief, it is true, correct and complete.

 (Signature of Owner, Partner or Corporate Officer) (Seal) _____ Date

If Corporate officer state title: _____

 (Name - Please Print)

INSTRUCTIONS
NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT

REQUIREMENTS TO MAKE WITHHOLDING PAYMENTS

Code Section 12-8-550 requires persons hiring or contracting with a nonresident taxpayer to withhold 2% of each payment made to the nonresident where the payments under the contract exceed \$10,000.00.

Code Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200.00 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation.

PURPOSE OF AFFIDAVIT

A person is not required to withhold taxes with regard to any nonresident taxpayer who submits an affidavit certifying that it is registered with either the South Carolina Secretary of State or the South Carolina Department of Revenue.

