



CITY OF OCEAN SHORES, WASHINGTON 98569

ADMINISTRATION
765 Pt. Brown Ave. NW
PO Box 909
360/289-3099
360/289-2488
FAX 360/289-0376

FIRE AND EMERGENCY CARE
DEPARTMENT
676 Pt. Brown Ave. NE
PO Box 100
360/289-3611
FAX 360/289-3709

POLICE DEPARTMENT
577 Pt. Brown Ave. NW
360/289-3331
FAX 360/289-3333

PUBLIC LIBRARY
573 Pt. Brown Ave. NW
PO Box 669
360/289-3919
FAX 360/289-4318

MUNICIPAL COURT
710 Pt. Brown Ave. NE
PO Box 909
360/289-2486
FAX 360/289-2022

PUBLIC WORKS
PO Box 909
360/289-2754
FAX 360/289-2022

UTILITY BILLING
765 Pt. Brown Ave. NW
PO Box 1539
360/289-2487
FAX 360/289-0376

PERMIT CENTER
710 Pt. Brown Ave. NE
PO Box 909
360/289-2754
FAX 360/289-2022

BUSINESS LICENSING
710 Pt. Brown Ave. NE
PO Box 909
360/289-2486
FAX 360/289-2022

Re: Form W-9 Request for Taxpayer Identification Number and Certification

Please fill out the enclosed W-9 form and return it to:

City of Ocean Shores
Accounts Payable
PO Box 909
Ocean Shores, WA 98569

The completion of this form will allow us to set you up as a vendor in our system. Any approved invoices may then be processed for payment.

Thank you,

A handwritten signature in black ink that reads "Melody Jamieson". The signature is fluid and cursive.

Melody Jamieson
Purchasing Coordinator

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. Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

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

Exempt from backup withholding. If you are exempt, enter your name as described above, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

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 Instructions for the Requester of Form W-9.

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

Note: If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Part I—Taxpayer Identification Number (TIN)

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, the IRS prefers that you use your SSN.

If you are an LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

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 Web Site at www.irs.gov.

If you are asked to complete Form W-9 but 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 before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

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

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II—Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt from backup withholding* above.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

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 tuition program payments (under section 529), IRA or Archer 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 Archer 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 30% 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 "DBA" 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.



CITY CREDIT INFORMATION TERMS AND CONDITIONS

PLEASE NOTE: A CITY OF OCEAN SHORES PURCHASE ORDER OR PROCUREMENT CARD IS REQUIRED ON ALL CITY PURCHASES. INVOICES SUBMITTED FOR PAYMENT WHICH DO NOT REFERENCE A CITY PO NUMBER, PROCUREMENT CARD OR CURRENT CITY APPROVED CONTRACT WILL BE RETURNED UNPROCESSED.

General City Address:

City of Ocean Shores
765 Pt Brown Ave NW
PO Box 909
Ocean Shores, WA 98569
(360) 289-2488

Purchasing Address:

City of Ocean Shores
Purchasing
PO Box 909
Ocean Shores, WA 98569
(360) 289-2488

Accounts Payable Address:

City of Ocean Shores
Accounts Payable
PO Box 909
Ocean Shores, WA 98569
(360) 289-2488

Federal ID #:

91-0863634

Washington State UBI #:

600093815

Type of Business:

Government Municipality

Standard Industry Classification (SIC): 91-310000

City Mayor:

Terry Veitz

Date of Incorporation:

November 18, 1970

Restrictions:

Ocean Shores is a non-charter code city operating under the Optional Municipal Code, Revised Code of Washington (RCW) 35A.

Bank Reference:

Bank of the Pacific – Bob Paylor
Ocean Shores Branch (360) 289-2405

Credit References:

1. Buck Electric, Ocean Shores WA
Contact: Sue Dillinger (360) 289-2888
2. Consolidated Electrical Distributors, Inc., Aberdeen, WA
Contact: (360) 533-2852
3. Familian Northwest, Inc., Portland, OR
Contact: (360) 532-7832

City Shipping & Payment Terms:

Authorized City Agents can be confirmed by contacting Purchasing

FOB: Destination TAXABLE: Yes

Terms: Net 30 from receipt of goods or invoice which ever is later, a finance charge not to exceed 1% per month may be assessed on past due balances per RCW 39.76.010

Individual Personal Guaranty: This public agency does not have any ownership in the City of Ocean Shores and therefore, cannot make any personal guarantees over the City's debt.