



Accurate information must be obtained to match with IRS information

### **Individual Name**

**IMPORTANT** - Enter name exactly as filed or registered with the IRS or Social Security Administration (See Penalties section below)

Individuals: Enter your Last Name, First Name, Initial (eg Smith, Joe A) if using Social Security Number (SSN)

Sole Proprietorships: Someone who self owns an unincorporated business under Individual Name or Business Name

Partnerships/Corporations- Leave this section blank if using Federal Employer ID Number (FEIN)

### **Business Name**

**IMPORTANT** - Enter name exactly as filed or registered with the IRS or Social Security Administration (See Penalties section below)

Individuals: If using Social Security Number (SSN), also complete Individual Name information as noted above

All others: Enter name of Sole Proprietorship, Partnership or Corporation if using Federal Employer ID Number (FEIN)

### **Primary Address**

Enter address for mail and check boxes that apply. Enter name that should appear on all documents.

### **Remittance Address**

Enter address for mail that should **NOT** go to primary address. Check boxes that apply. Enter name that should appear on all documents.

### **Tax payer Identification Number (TIN)**

Enter **one** TIN; FEIN (Federal Employer Identification Number) **OR** Social Security Number (SSN)

Enter CRS number as assigned by NM State Taxation & Revenue

Enter business license number and the location where licensed e.g. City of Santa Fe, Santa Fe County, Albuquerque, etc.

### **Change of Address**

Established vendors with SF County must complete this section in order the update address information. Vendor name and TIN sections should be completed to assure vendor information is updated correctly.

### **Business Designation (Federal Tax Classification)** Check one box which describes the type of business entity registered with the IRS

#### **Corporation**

**Professional Corporation** - Exempt under Section 501 (a) (c) (d) and provides doctor/medical/hospital services (1099 reportable)

**Professional Corporation** - Provides attorney/legal services (1099 reportable)

**Individual** - Self-employed using Social Security Number (SSN) for tax purposes

**Sole Proprietorship** - Individual or DBA (Doing Business As) using Social Security Number (SSN) or Federal Employer ID Number (FEIN) for tax purpose:

**Partnership** - Using a Federal Employer Identification Number (FEIN) for tax purposes

**Limited Liability Company** : LLC - Single Member/Individual or Sole Proprietorship (see Sole Proprietorship above)

**Limited Liability Company** : LLC - Partnership (see Partnership above)

**Limited Liability Company** : LLC - Corporation

**Limited Liability Partnership** : LLP -Partnership (see Partnership above)

**Organization Exempt from Tax** - Government entities, non-profits (501 C3 Certificate). Submit Tax Exempt Certificate . Exception: Medical and Legal Services

**Estate/Trust**

**Other** - Provide explanation relative to tax reporting

### **Type of Purchase(s)**

Goods/Materials - tangible property is non-taxable. Contact SF County Purchasing Division to obtain Non-Taxable Transaction Certificate (NTTC)

Labor and services are taxable - itemize tax separately when goods/materials are purchased with labor/materials

Santa Fe County Employees - business related per diem reimbursement is non-taxable

**Other** - Provide explanation relative to tax reporting

### **Certification**

This section must be completed and signed to avoid delays in processing

The person signing this document should be; a partner in the partnership; an officer of the corporation; or the individual or sole proprietor noted under Individual or Business Name. By signing this document you are certifying that all information provided is accurate and complete.

The signer is also certifying that this Individual or Business has not been notified by the IRS to be subjected to backup withholding because:

A Individual/Business has provided the correct TIN

B Individual/Business is exempt from backup withholding or not subject to backup withholding or released from backup withholding

C Individual/Business is a U.S. Citizen, U.S. resident alien or business entity created or organized under U.S. law

### **Penalties**

If you fail to furnish your correct TIN and matching name combination to Santa Fe County, the IRS can assess penalties of up to \$250,000 (\$100,000 for small business) for non-compliance. In the event of intentional disregard, there is no limit.

The "Small Business Jobs and Credit Act of 2010" increases the penalties for failure to file a correct information return. The first-tier penalty increases from \$15 to \$30, and the calendar-year maximum increases from \$75,000 to \$250,000. The second-tier penalty increases from \$30 to \$60, and the calendar-year maximum increases from \$150,000 to \$500,000. The third-tier penalty increases from \$50 to \$100, and the calendar-year maximum increases from \$250,000 to \$1,500,000. For small business filers, the calendar-year maximum increases from \$25,000 to \$75,000 for the first-tier penalty, from \$50,000 to \$200,000 for the second-tier penalty, and from \$100,000 to \$500,000 for the third-tier penalty. The minimum penalty for each failure due to intentional disregard increases from \$100 to \$250. This provision applies to information returns required to be filed on or after January 1, 2011. (TY2010)

### **Privacy Act Notice**

Section 6109 requires you to furnish 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, or contributions you made to an IRA. The IRS uses the TIN for identification purposes and to help verify the accuracy of your tax return.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.