

**Do NOT
Send to
IRS**

SANTA FE COUNTY INFORMATION FORM (Also substitutes as an IRS W-9)

PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION

TYPE OR PRINT IN ALL CAPS

Maintain Copy of Completed Form for Your Files

LEGAL NAME (If using SSN Tax Classification)			REQUIRED	
<i>As it appears on your Social Security Card or other IRS Correspondence</i>			Check Appropriate Box for Federal Tax Classification	
LAST	FIRST	MI	<input type="checkbox"/>	Corporation (FEIN)
			<input type="checkbox"/>	Professional Corporation (FEIN)
DBA (If Applicable)			<input type="checkbox"/>	Doctor/ Medical/Hospital Services
OR			<input type="checkbox"/>	Attorney/Legal Services
LEGAL BUSINESS NAME (If using FEIN Tax Classification)			<input type="checkbox"/>	Individual (SSN)
<i>As it appears on your IRS EIN records or other IRS Correspondence</i>			<input type="checkbox"/>	Sole Proprietorship (SSN/FEIN)
			<input type="checkbox"/>	Partnership (FEIN)
REMITTANCE:			<input type="checkbox"/>	LLC - Sole Proprietorship (SSN /FEIN)
Payments, Purchase Orders, Correspondence			<input type="checkbox"/>	LLC - Partnership (FEIN)
Address Line 1			<input type="checkbox"/>	LLC - Corporation (FEIN)
Address Line 2			<input type="checkbox"/>	LLP - Partnership (FEIN)
Address Line 3			<input type="checkbox"/>	Organization Exempt From Tax (FEIN) *
City, State, Zip			(Excludes Medical/Legal Services)	
TAXPAYER IDENTIFICATION NUMBER (TIN)			<input type="checkbox"/>	Government Entity
TIN may be a Federal Employer Identification Number (FEIN) for business name or a Social Security Number (SSN) for individual name			<input type="checkbox"/>	Other:
FEIN (Federal Employer Identification Number)			<input type="checkbox"/>	Estate/Trust *
OR			<input type="checkbox"/>	Other:
SSN (Social Security Number)			* Attach supporting documents	
AND CRS Number (New Mexico)				
AND Business License Number				
Expiration Date:		Location	Check Type of Purchase Being Provided to Santa Fe County Government	
CHANGE OF ADDRESS (If Applicable)			<input type="checkbox"/>	Goods/Materials - Non-taxable
If TIN changes also, submit new form with current information			<input type="checkbox"/>	Labor/Services
PO Box or			<input type="checkbox"/>	Santa Fe County Employee
Street Address			<input type="checkbox"/>	Other:
City, State, Zip				

CERTIFICATION **Contact Information and Signature Required**

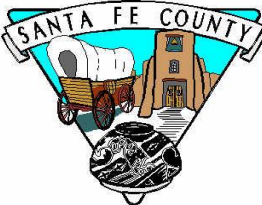
Under penalties of perjury, I certify that:
I have provided my correct taxpayer identification number and that I am not subject to backup withholding due to failure to report interest and dividend income and I am a U.S. citizen or other U.S. person (as per W-9 instructions)

"The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding"

NAME (Type or Print) _____ TITLE (Type or Print) _____

SIGNATURE _____ DATE _____

PHONE _____ FAX _____ EMAIL _____

FOR AGENCY USE ONLY			MAIL OR FAX TO:
Vendor # _____	Submitted By: _____		Santa Fe County Finance
New (N) Change (C) _____	Dept/Div: _____		PO Box 276
1099 _____ Yes _____ No _____	Completed By: _____		Santa Fe, NM 87504-0276
	Date: _____		Phone (505) 986-6375
			Fax (505) 986-6277

INSTRUCTIONS FOR COMPLETING SUBSTITUTE W-9 FORM

Legal Name Complete this section if using Social Security Number (SSN)

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

Sole Proprietorships Classification: Someone who self owns an unincorporated business using Social Security Number (SSN)

IMPORTANT - Enter name as it appears on your Social Security Card or IRS Correspondence

Legal Business Name Complete this section if using Federal Employer ID Number (FEIN)

Sole Proprietorships: Someone who self owns an unincorporated business under Business Name using Federal Employer ID Number (FEIN)

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

IMPORTANT - Enter name as it appears on your EIN records with the IRS

Remittance Address

Tax payer Identification Number (TIN)

Enter CRS number as assigned by NM State Taxation & Revenue, if applicable

Enter business license number, expiration date 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 to assure remittance address is current.

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

Corporation

Professional Corporation (Doctor, Medical, Hospital Services) - Exempt under Section 501 (a) (c) (d) and provides doctor/medical/hospital services (1099 reportable)

Professional Corporation (Attorney/Legal Services) - 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 purposes

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 - 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/Services - 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

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

payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.

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 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

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