

### VENDORINFORMATION FORM, W-9 & WI EXEMPT CERTIFICATE

We are requesting that you complete this Vendor Information Form and enclosed IRS W-9. The information is requested in order to comply with various Federal, State and Equal Opportunity requirements. Please note that failure to provide a Taxpayer Identification Number may result in a \$50.00 fine imposed by the IRS and future payments being subject to a 24% withholding for federal taxes.

If you wish to receive electronic payments from us, please complete the included Vendor EFT Payment Authorization Agreement and return with the Vendor Information Form and IRS W-9.

Please note that the City of Janesville is exempt from Sales & Use tax. Our completed WI Sales and Use Tax Exemption Certificate is included in this packet for your records.

Thank you for your attention to this matter. If you have questions, please call accounts payable at 608-755-3017.

Please return completed forms and submit invoices to:
City of Janesville, Accounts Payable, PO Box 5005, Janesville, WI 53545
Or email cojacctpay@janesvillewi.gov

Business Name					
Address					
City	State	Zip			
Telephone	Contact Persor	1			
Please answer the following regard	ding your business.				
Are you incorporated?	yes	no			
Are you an exempt governmental a	Are you an exempt governmental agency or tax organization?				
Governmental	Tax Exempt	Non-	Exempt		
Nature of business:					
Check which item(s) best describe					
materials only both	materials & services	rentals	services only		
professional feesmedi	ical servicesother (d	escribe)			
Who is your primary contact at the	City of Janesville?				
f receiving payment via check, please provide remittance address:					



### **Request for Taxpayer Identification Number and Certification**

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

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

	I Name (as snown on your income tax return). Name is required on this line, do not leave this line blank.			
Print or type. See Specific Instructions on page 3.	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. Ch following seven boxes.  □ Individual/sole proprietor or □ C Corporation □ S Corporation □ Partnership	eck only <b>one</b> of the	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	
	single-member LLC  Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partner	Exempt payee code (if any)		
	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 the is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exemption from FATCA reporting code (if any)	
	☐ Other (see instructions) ►		(Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions.		ster's name and address (optional)	
		City of Ja	ity of Janesville	
	6 City, state, and ZIP code	PO Box 500	PO Box 5005	
	7 List account number(s) here (optional)	Janesville	e, WI 53547-5005	
	List account number(s) here (optional)			
Par	rt I Taxpayer Identification Number (TIN)			
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to av	oid Social sec	curity number	
reside	up withholding. For individuals, this is generally your social security number (SSN). However, fent alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other es, it is your employer identification number (EIN). If you do not have a number, see <i>How to ge</i>			
TIN, la		or		
1 the deceant is in more than one hand, see the met deticne for into 1.7 the coe what Marie and		identification number		
	per To Give the Requester for guidelines on whose number to enter.		-	
Par	t II Certification			
Unde	r penalties of perjury, I certify that:			
2. I ar Ser	e number shown on this form is my correct taxpayer identification number (or I am waiting for mot subject to backup withholding because: (a) I am exempt from backup withholding, or (b) rvice (IRS) that I am subject to backup withholding as a result of a failure to report all interest of longer subject to backup withholding; and	I have not been n	otified by the Internal Revenue	
n I	and the contract of the contra			

- 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

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.

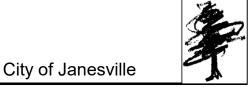
• Form 1099-INT (interest earned or paid)

- 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,

# Vendor EFT Payment Authorization Agreement



18 N. Jackson St, PO Box 5005 Janesville, WI 53547-5005

The City of Janesville is pleased to announce that we are initiating payments by EFT. Payments made to you will be more secure and cash will be available to you sooner. Please complete the information below and return to us so that you can enjoy the benefits.

e-mail to : cojacctpay@janesvillewi.gov

	Complete all of the following information (please print):				
A	Vendor Name :				
-	Contact Name :				
SECTION	Phone number :				
	e-mail address :				
	Financial Institution	Routing # (9 digits)	Account #		
В					
NOI	Name:				
SECTION	City:		☐ checking		
	State:	-	savings		
ION C	such time and in such manner as to afford the C necessary to terminate this agreement.	et until the City of Janesville has received written notification City a reasonable opportunity to act on it, or as the City of Jac prection of which requires that a reversing entry be made, I ry in the amount of the error in my account.	nesville determines it is		
SECTION	Authorized Signature	Title	 Date		

THIS REQUEST REPLACES ANY PRIOR AUTHORIZATION



## Wisconsin Sales and Use Tax Exemption Certificate

Do not send this certificate to the Department of Revenue

S-211

Purchaser: Complete this certificate and give it to the seller.

Seller: If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records, Single Purchase ✓ Continuous Check One > Purchaser Information Type of Business Business Name City of Janesville Government State ZIP Code City Business Address WI 53548 18 N Jackson Street Janesville Purchaser's Tax ID Number State of Issue Driver's License Number/State Issued ID Number State of Issue FEIN If no Tax ID Number, enter one of the following: 39-6005472 Seller Information Name State ZIP Code Address Reason for Exemption Resale (Enter purchaser's seller's permit or use tax certificate number) Manufacturing and Biotechnology Tangible personal property (TPP) or item under s.77.52(1)(b) that is used exclusively and directly by a manufacturer in manufacturing an article of TPP or items or property under s.77.52(1)(b) or (c) that is destined for sale and that becomes an ingredient or component part of the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale or is consumed or destroyed or loses its identity in manufacturing the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale. Machines and specific processing equipment and repair parts or replacements thereof, exclusively and directly used by a manufacturer in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) and safety attachments for those machines and equipment. The repair, service, alteration, fitting, cleaning, painting, coating, towing, inspection, and maintenance of machines and specific processing equipment, that the above purchaser would be authorized to purchase without sales or use tax, at the time the service is performed. Tools used to repair exempt machines are not exempt. Fuel and electricity consumed in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) in this state. Percent of fuel exempt: % Percent of electricity exempt: % Portion of the amount of fuel converted to steam for purposes of resale. Percent of fuel exempt: Property used exclusively and directly in qualified research, by persons engaged in manufacturing at a building assessed under s. 70.995, by persons engaged primarily in biotechnology in Wisconsin, or a combined group member conducting qualified research for another combined group member that meets these requirements. (To qualify for this exemption, the purchaser must use item(s) exclusively and directly in the business of farming, including dairy Farming farming, agriculture, horticulture, floriculture, silviculture, beekeeping or custom farming services.) Tractors (except lawn and garden tractors), all-terrain vehicles (ATV) and farm machines, including accessories, attachments, and parts, lubricants, nonpowered equipment, and other tangible personal property or items or property under s.77.52(1)(b) or (c) that are used exclusively and directly, or are consumed or lose their identities in the business of farming. This includes services to the property and items above. Feed, seeds for planting, plants, fertilizer, soil conditioners, sprays, pesticides, and fungicides. Breeding and other livestock, poultry, farm work stock, bees, beehives and bee combs. Containers for fruits, vegetables, bee products, grain, hay, and silage (including containers used to transfer merchandise to customers), and plastic bags, sleeves, and sheeting used to store or cover hay and silage. Baling twine and baling wire. Animal waste containers or component parts thereof (may only mark certificate as "Single Purchase").

Animal bedding, drugs for farm livestock or bees, and milk house supplies.

Governmental Units and Other Exempt Entities		Enter CES No., if applicable			
	The United States and its unincorporated agencies and instrumentalities.				
	Any federally recognized American Indian tribe or band in this state.				
$\checkmark$	Wisconsin state and local governmental units, including the State of Wisconsin or any agency thereof, Wisconsin counties, cities, villages, or towns, and Wisconsin public schools, school districts, universities, or technical college districts.				
	Organizations meeting the requirement a CES number above.	s of section 501(c)(3) of the Interna	I Reven	ue Code. Wisconsin organiz	ations must enter
Ot	her				
П	Containers and other packaging, packing, and shipping materials, used to transfer merchandise to customers of the purchaser.				
	Trailers and accessories, attachments, parts, supplies, materials, and service for motor trucks, tractors, and trailers which are used exclusively in common or contract carriage under LC, IC, or MC No. (if applicable)				
	Machines and specific processing equipment used exclusively and directly in a fertilizer blending, feed milling, or grain drying operation, including repair parts, replacements, and safety attachments.				
	Building materials acquired solely for and used solely in the construction or repair of holding structures used for weighing and dropping feed or fertilizer ingredients into a mixer or for storage of such grain, if such structures are used in a fertilizer blending, feed milling, or grain drying operation.				
	Tangible personal property purchased by a person who is licensed to operate a commercial radio or television station in Wisconsin, if the property is used exclusively and directly in the origination or integration of various sources of program material for commercial radio or television transmissions that are generally available to the public free of charge without a subscription or service agreement.				
	Fuel and electricity consumed in the origination or integration of various sources of program material for commercial radio or television transmissions that are generally available to the public free of charge without a subscription or service agreement.				
	Percent of fuel exempt: %	Percent of electricity	exempt	:: %	
	Tangible personal property and items, property and goods under s.77.52(1)(b), (c), and (d) to be resold by on my behalf where				
	is registered to collect and remit sales to				
	Tangible personal property, property, items and goods under s.77.52(1)(b), (c), and (d), or services purchased by a Native American with enrollment #, who is enrolled with and resides on the Reservation, where buyer will take possession of such property, items, goods, or services.				
	Tangible personal property and items and property under s.77.52(1)(b) and (c) becoming a component of an industrial or municipal waste treatment facility, including replacement parts, chemicals, and supplies used or consumed in operating the facility. Caution: Do not check the "continuous" box at the top of page 1.				
	Portion of the amount of electricity or natural gas used or consumed in an industrial waste treatment facility.  (Percent of electricity or natural gas exempt%)				
	Electricity, natural gas, fuel oil, propane,	coal, steam, corn, and wood (inclu	iding wo	od pellets which are 100% w	ood) used for fuel
	for <b>residential</b> or <b>farm</b> use.		tural Ga empt	ss % of Fuel Exempt	
	Residential	·%		%%	
	Farm	%		%%	
	Address Delivered:				
	Percent of printed advertising material	solely for out-of-state use.		%	):
	Catalogs, and the envelopes in which the catalogs are mailed, that are designed to advertise and promote the sale of merchandise or to advertise the services of individual business firms.				
	Computers and servers used primarily to store copies of the product that are sent to a digital printer, a plate-making machine, or a printing press or are used primarily in prepress or postpress activities, by persons whose NAICS code is 323111, 323117, or 323120.				
	Purchases from out-of-state sellers of tangible personal property that are temporarily stored, remain idle, and not used in this state and that are then delivered and used solely outside this state, by persons whose NAICS code is 323111, 323117, or 323120.				
	Other purchases exempted by law. (State items and exemption).				
the	clare that the information provided is complexempt manner indicated. If a product is not I understand that failure to remit the use to	t used in an exempt manner, I will rem	it use ta:	on the purchase price at the ti	sed will be used in me of first taxable
CAUTION: Using this certificate to avoid paying sales tax may result in a fine of \$250 for each transaction for which the certificate is used					
Sign	nature of urchaser	Print or Type Name		Title	Date
	DOMUNIO LA SILA	Lorena R Stottler		City Clerk-Treasurer	01/12/2022

### Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

If not, contact us immediately.

Do not discard - your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT

State of Illinois - Department of Revenue

OFFICIAL DOCUMENT

# Illinois Sales Tax Exemption Certificate



CITY OF JANESVILLE

18 N JACKSON ST JANESVILLE WI 53548-2928

## Sales Tax Exemption Certificate

Issue date:

03/03/2020

**Expiration date:** 

04/01/2025

Sales Tax Exemption

E99005029

Organization type:

Governmental

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.



Director

