



CITY OF GAINESVILLE

OFFICE OF
FINANCIAL SERVICES
AND
INFORMATION
TECHNOLOGIES

Dear City of Gainesville Vendor,

Thank you for your interest in becoming an approved vendor with the City of Gainesville. We are providing this vendor packet to be completed in order to place your company on the approved active vendor list for the City. The requested information allows us to comply with the City, County, State, and Federal laws and regulations. Although there is a lot of information enclosed in this packet, it is our intention to make this process as easy as possible. The following instructions will walk you through the required documents that we require to be returned to the City in order to make your vendor packet complete. Should you have further questions regarding this process our purchasing department is always willing to answer your questions.

The following documents must be returned to the City in order to make your company an active vendor with the City:

1. **Vendor Application (page 4)** – Ensure that all the information you include on this application is accurate and legible as this is our primary way of ensuring we contact the proper people within your company.
2. **W9 (page 5)** – Only remit the first page of the four page document. Ensure that you include your social security number or the employer identification number and that this page is signed.
3. **Contractor Affidavit Under O.C.G.A. § 13-10-91(b)(1) (page 9)** – You must include your Company ID Number that is provided to you once you register with the Federal E-Verify system or indicate that you or your company qualify as exempt. Ensure that you enclose the original signed and notarized affidavit.
4. **Affidavit Verifying Status for City Public Benefit Application (page 12)** – Ensure that you have checked that you are a US citizen, legal permanent resident, or qualified alien. *If you check legal permanent resident or qualified alien ensure that you provide your federally issued alien number and a copy of your INS card as issued by the department of homeland security.* Enclose the original signed and notarized affidavit.
5. **A Copy of Your Identification** – This is typically a copy of your driver's license or US passport; however, a list of acceptable identification has been included in this packet.
6. **Information Security Affidavit (page 15)** – Enclose the original signed and dated affidavit.
7. **Certificate of Insurance** – This is a certificate issued to your company through your insurance agency verifying that you have a valid insurance policy.

Should you have questions regarding this packet contact Matt Hamby at 770-535-6899 or via e-mail at mhamby@gainesville.org or Mary Nulty at 770-297-5467 or via e-mail at mnulty@gainesville.org. Please return all complete paperwork to the City of Gainesville's Purchasing Department located at:

300 Henry Ward Way
Post Office Box 2496
Gainesville, Georgia 30503

THIS PACKET INCLUDES THE FOLLOWING:

- **City of Gainesville Purchasing Policy** – This policy outlines the City’s purchasing process based on the amount of the expenditure. Additionally, the policy includes the City’s Insurance requirements.
- **Vendor Application** – This information is required to be filled out in order to ensure communication with your company is being directed to the proper person(s) and to make certain payments to your company are received in a timely manner.
- **W-9** – This information is required by the IRS in order to verify your social security number or tax identification number. This is a four page document; however, only the first page is required to be returned to the City.
- **Contractor Affidavit Under O.C.G.A. § 13-10-91(b)(1)** – This affidavit is a mandatory requirement under Section 3 of House Bill 87 that requires any company with more than zero employees that engage in the physical performance of services on behalf of the City to register with and use the Federal E-Verify System. If you have zero employees or you provide only products to the City you are exempt from having to register. However, we still require that you indicate on the affidavit that you are exempt. This affidavit must include your company ID Number (E-Verify number) or a check indicating that you are exempt because you either have zero employees or you only provide a product to the City. This affidavit must be signed and notarized. Information on where to register for the E-Verify program and frequently asked questions have been included. This affidavit must be updated annually; however, you only have to register with E-Verify one time.
- **Affidavit Verifying Status for City Public Benefit Application** – Section 50-36-1 of the Official Code of Georgia states that any individual applying for a public benefit must verify his/her status in order to receive such benefit. Any purchase order issued through the City is considered, under Federal and State law, to be a public benefit. This affidavit is a requirement of House Bill 87 and must be signed and notarized. You must indicate on this affidavit that you are a US citizen, a legal permanent resident, or a qualified alien. If you check legal permanent resident or qualified alien you must provide your alien number issued by the Department of Homeland Security or other federal immigration agency. Provisions of House Bill 87 also require that the person who signs this affidavit must also submit a form of secure and verifiable identification regardless of which status you check. A list of acceptable identification has been provided in this packet. This affidavit must be updated annually.
- **Information Security Affidavit** – The City requires you sign this affidavit to ensure confidential information will not be shared.

City of Gainesville

PURCHASING POLICY

Our purchasing policies are such that we attempt to consider at least three vendors for qualifying purchases. Historically, we generally have knowledge of which best meets our specifications and the lowest bid usually wins; however, each bid awarded is given careful judgment. The City of Gainesville reserves the right to reject any and all responses, waive technicalities, and make such decisions as deemed necessary in its own best interest.

1. **PURCHASES UNDER \$500** – Buyer uses judgment as to source, supply and number of quotations to obtain. Purchase Order is not necessary.
2. **PURCHASES \$500 TO \$19,999** – Requisition and Purchase Order required with three competitive written, faxed, or emailed quotes.
3. **PURCHASES \$20,000 and over** - Requisition and Purchase Order required with formal sealed bid or proposal process.

You are welcome to check with our office to inquire about current possibilities or check the local newspaper for publicly advertised request for qualifications, proposals or bids. Many (but not all) RFP/RFQ/Bid packages are also listed on our website- www.gainesville.org. We are permitted to participate in existing State contracts and do make comparisons to those prices.

The City of Gainesville is an equal opportunity owner/employer and will not discriminate against any bidder and/or contractor because of race, creed, color, religion, sex, national origin or ADA disability status.

City of Gainesville Insurance Requirements

General Liability Coverage (all vendors) - Before commencing any work for the City of Gainesville, you must furnish a valid *General Liability Certificate of Insurance* with a minimum limit of \$1,000,000 per occurrence for bodily injury and property damage. The City of Gainesville, GA must be shown as an additional insured.

Workers Compensation (all vendors) - A valid Worker's Compensation Certificate of Insurance must be submitted evidencing:

- Workers' Compensation Statutory Limits
- Employer's Liability:
 - Bodily Injury by Accident - \$100,000 each accident
 - Bodily Injury by Disease - \$500,000 policy limit
 - Bodily Injury by Disease - \$100,000 each employee

Auto Liability Certificate of Insurance (if auto is used in the performance of work):

- Minimum \$1,000,000 limit per occurrence for bodily injury and property damage. Comprehensive form covering all owned and non-owned and hired vehicles.

Professional Services Insurance (required by all professional services vendors)

- Minimum \$1,000,000 limit



CITY OF GAINESVILLE PURCHASING OFFICE

POST OFFICE BOX 2496
 GAINESVILLE, GA 30503
 Tel. 770-297-5467
 Fax. 770-535-5636
 Bids@gainesville.org

VENDOR APPLICATION

FOR CITY USE ONLY			
<input type="checkbox"/> Initial Application		<input type="checkbox"/> Revision	
Vendor ID Number			
Month	Day	Year	
Initial Below when complete			
Packet Completion verified _____			

General Vendor Information

Company/Individual Name		
Doing Business As (If Sole Proprietor)		
Remittance Address		
City	State	Zip Code
Main Office Address (If different)		
City	State	Zip Code
Principal Line of Business		
Phone Number	Fax Number	Email Address
Organized As: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation Date: _____ State _____		

FEDERAL TAX I.D. NUMBER (If Company)		
SOCIAL SECURITY NUMBER (If Individual)		
PRIMARY BUSINESS (Check one)		
<input type="checkbox"/> Construction Firm	<input type="checkbox"/> Jobber	
<input type="checkbox"/> Authorized Distributor	<input type="checkbox"/> Service Firm	
<input type="checkbox"/> Surplus Dealer	<input type="checkbox"/> Retail Dealer	
<input type="checkbox"/> Factory Representative	<input type="checkbox"/> Manufacturer	
BUSINESS VOLUME (Check One)		
<input type="checkbox"/> Large Business Concern (\$1M Sales +)		
<input type="checkbox"/> Small Business Concern (Under \$1M sales)		
SPECIAL STATUS		
<input type="checkbox"/> Minority Owned (51% +)		
<input type="checkbox"/> Other: _____		

Vendor Representatives

Please type or Print in Ink

(Additional names may be submitted on a separate sheet)

Name of Vendor Representative	Title	Business Phone	Email
Name of Vendor Representative	Title	Business Phone	Email
Name of Vendor Representative	Title	Business Phone	Email
Purchasing Contact	Title	Business Phone	Email

Name and Signatures of Person(s) Authorized to Sign Bids and Contracts. This MUST be kept current. (Additional names may be submitted on a separate sheet)			
Actual Signature (Manually Signed)	Title	Business Phone	Printed Name
Actual Signature (Manually Signed)	Title	Business Phone	Printed Name

Name and Signature of Person(s) Authorized to make changes to your vendor file and/or Sign Wire transfer request or change request. This MUST be kept current.			
Actual Signature (Manually Signed)	Title	Business Phone	Printed Name
Actual Signature (Manually Signed)	Title	Business Phone	Printed Name

Dun & Bradstreet Rating: _____ as of _____	Normal Selling Terms & Discounts Offered _____
Bank Reference: _____	Return & Refund Policy: _____
Gainesville Business License # _____ exp _____	Hall County Business License # _____ exp _____
What type of business insurance do you carry? What are the Maximum Benefits? _____	
Number of Employees _____	Will Subcontractors be used? _____

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. 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 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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, and
3. I am a U.S. citizen or other U.S. person (defined below).

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 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain 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 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

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

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt 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.

You will not be subject to backup withholding on payments you receive 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 be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. 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 4 above (for reportable interest and dividend accounts opened after 1983 only).

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

Also see *Special rules for partnerships* on page 1.

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 income tax return. 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 entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return 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). Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA 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.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

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

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

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

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

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 a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 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 or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use 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 apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

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. Entering "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, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

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, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

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 or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	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 and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the 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.) Also see *Special rules for partnerships* on page 1.

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.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide 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 or HSA. 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, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

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 give a TIN to a payer. Certain penalties may also apply.

City of Gainesville Purchasing Office

STATE OF GEORGIA
HALL COUNTY
CITY OF GAINESVILLE

CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor, who, after being duly sworn, states as follows:

_____ By executing this affidavit, the undersigned vendor verifies its compliance with O.C.G.A § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Gainesville has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, in accordance with the applicable provisions and deadlines established in O.C.G.A § 13-10-91. Furthermore, the undersigned vendor will continue to use the federal work authorization program through the contract period and the undersigned vendor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the vendor with the information required by O.C.G.A § 13-10-91(b). Vendor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Company ID Number (E-Verify Number)

Date of Authorization

OR

_____ I hereby declare under penalty of perjury that I _____ (name), have zero employees and thereby am exempt from the above regulations.

OR

_____ I hereby declare under penalty of perjury that _____ (vendor name) does not engage in the physical performance of services on behalf of the City of Gainesville and thereby is exempt from the above regulations.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on __/__/20__ in _____(city),__(state).

(Vendor Name)

(Signature of Authorized Officer or Agent)

(Printed Name and Title of Authorized Officer or Agent)

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, _____

(Notary Public)

My commission expires: _____

E-Verify

Contractor and Subcontractor Affidavit and Agreements

It is the policy of the City of Gainesville that unauthorized aliens shall not be employed to perform work on City contracts involving the physical performance of services. Therefore, the City shall not enter into a contract for the physical performance of services within the State of Georgia unless the contractor shall provide evidence on City-provided forms that it and its subcontractors have registered for and are participating in the federal work authorization program as defined by O.C.G.A. § 13-10-90(2) to verify information of all new employees. **The City of Gainesville shall be authorized to conduct random audits of a contractor's or subcontractor's compliance with O.C.G.A. § 13-10-91 and the rules and regulations of the Georgia Department of Labor.** The contractor/subcontractor shall retain all documents and records of compliance for a period of three (5) years following completion of the contract. This requirement shall apply to all contractors for the physical performance of services.

State Law requires that all who enter into a contract for the physical performance of services with the City must satisfy O.C.G.A. § 13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract.

By submitting a proposal to the City, contractor agrees that, in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s)' indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are in compliance with O.C.G.A. § 13-10-91 and Rule 300-10-1-.02. Such attestation(s) shall be maintained and may be inspected by the City at any time. Any such attestation shall become a part of the contractor/subcontractor agreement.

An affidavit of such compliance with O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 will be initiated by the City, signed by the contractor, and will become part of the contract.

For further information and Registration in the Employment Eligibility Verification Program please go to the following link:

<https://e-verify.uscis.gov/enroll/startpage.aspx>

Frequently Asked E-Verify Contractor Questions

Q. What types of contracts require that local governing authorities collect the E-Verify Contractor affidavits?

A. The City of Gainesville requires all vendors submit the E-Verify Contractor affidavit. However, only those vendors who provide physical performance of services including contracts involving new construction or demolition of structures or roads, and routine operation, repair or maintenance of existing structures, buildings or real property are required to register with the federal E-Verify program.

Q. If the contract is exclusively for goods and there are no services being provided does the local governing authority need to collect an E-Verify contractor affidavit?

A. The law only pertains to physical performance of services contracts or contracts that provide both physical performance of services and goods. If the contract is solely for goods, there is no requirement that the vendor register with the federal E-Verify program. However, the City of Gainesville requires all vendors submit the E-Verify contractor affidavit indicating which category that vendor applies to.

Q. Does every contractor that provides physical performance of services contracts have to fill out an E-Verify Contractor affidavit?

A. The E-Verify Contractor affidavit is required by all vendors providing physical performance of services. Contractors that provide physical performance of services must register with the federal E-Verify program; provided, however, that if the contractor is an independent party with no employees that individual is exempt from registering.

Q. Does the local governing authority have to collect affidavits from subcontractors and sub-subcontractors working on local governing authority projects?

A. The local governing authority is only responsible for collecting contractor affidavits for the parties with whom the local governing authority has directly signed a contract. The contractor is responsible for collecting subcontractor affidavits, the subcontractors must collect from their sub-subcontractors, and so on.

Q. What do we do with the E-Verify Contractor affidavit once the contractor provides it to the local governing authority?

A. Once a local governing authority receives an executed E-Verify Contractor affidavit, it must retain it for five years from the date it was received. At the end of each year, starting on December 31, 2011, a report must be filed with the Department of Audits and Accounts that will include the information on this affidavit.

Q. Must a local governing authority follow the E-Verify contract requirements if there is an emergency or a situation which calls for immediate action?

A. The law, like most laws, does not contain a waiver for abnormal situations. In the event the Governor declares a state of emergency under Title 38, and dispensing with the E-Verify requirements are somehow necessary to preserve public safety during the disaster, it may be within the Governor's emergency powers to suspend certain of these requirements during the pendency of the state of emergency.

Q. If there is only one contractor that can provide a certain service to the local governing authority and they refuse to follow the E-Verify contractor requirements, can the local governing authority contract with them?

A. Local governing authorities can only enter into public works contracts with contractors that follow the E-Verify requirements as provided in O.C.G.A. § 13-10-91.

Q. Is the local governing authority required to verify the information provided in the E-Verify Contractor affidavit?

A. No. The contractor is responsible for the information provided. If any of the information provided is determined to be erroneous, the liability is with the contractor and not the local governing authority.

City of Gainesville

Affidavit Verifying Status for City Public Benefit Application

By executing this affidavit under oath, as an applicant for the City of Gainesville, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my Business Occupational Tax Certificate (Business License), Alcohol License, Taxi Permit or other public benefit that:

- 1) ____ I am a United States Citizen
- 2) ____ I am a legal permanent resident of the United States
- 3) ____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

*****The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. 50-36-1 (e)(1), with this affidavit. (MUST BE PROVIDED BY EVERYONE—A list of acceptable documents are enclosed)**

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city) _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20____

NOTARY PUBLIC

My Commission Expires: _____

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:

<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

STATE OF GEORGIA
HALL COUNTY
CITY OF GAINESVILLE

INFORMATION SECURITY AFFIDAVIT

I understand that as a vendor with the City of Gainesville, there is a possibility that the employees of _____ (vendor) may be exposed to confidential information including, but not limited to social security numbers, credit card numbers, checking account information, and/or personal health information of customers or employees.

In consideration of the active vendor status with the City of Gainesville, and as an integral part of the terms and conditions of the continued active status, I hereby pledge as a representative of my company to safeguard the integrity of this information and agree that _____ (vendor) will not at any time disclose any information to any person(s) within or outside the City of Gainesville except as may be required in the performance of the duties my company has been hired for.

_____ (vendor) will not reproduce any confidential information or take any confidential information outside the office without authorization from the City.

_____ (vendor) also agrees to notify the City if any of its employees witness another individual divulging such confidential information for any purpose other than the performance of his/her duties.

Any vendor in violation of any part of this policy will be subject to vendor status termination, up to and including any necessary legal action.

Vendor Name (Print)

Date

Vendor Signature