



City of Rio Rancho
Department of Financial Services
Vendor ACH Registration

Please complete all the information on this form as completely and accurately as possible by typing or using blue or black ink. Please contact us at (505) 891-5010 with any questions.

Section I - Company Information

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_
Street City/State Zip

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Are you providing a service? Yes: [ ] No: [ ]

If yes, briefly describe the service you will provide: \_\_\_\_\_

(Please fill out and submit the attached commodity code form and W9 with your vendor registration.)

Section II - Bank Routing Information

For the company listed above, the bank routing information for processing of ACH payments is as follows:

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_
Street City/State Zip

ABA Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Payment of undisputed amounts shall be made through Automated Clearing House (ACH) transactions using the information provided above and shall be subject to the city's policies regarding vendor payments. The terms and conditions of any contract between the city and the vendor listed in Section I above shall govern and may, in some cases, supersede the applicability of this document. It is the vendor's responsibility to ensure that payments are correctly deposited into its account. Any questions or concerns should be directed to June Kerby by phone at (505) 896-8767, or by email at jkerby@ci.rio-rancho.nm.us.

Section III - Certification

By signing below, I hereby certify that the information provided above is true and accurate to the best of my knowledge.

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please return this completed and signed form to: Attn: June Kerby, 3200 Civic Center Circle NE, Rio Rancho, NM 87144 • Fax: (505) 891-5762 • E-mail: jkerby@ci.rio-rancho.nm.us



City of Rio Rancho
Department of Financial Services
Vendor Commodity Code Form

Please refer to the City of Rio Rancho's COMMODITY CODE LIST for available commodity codes for goods and services offered. The COMMODITY CODE LIST is available under the "Vendor Registration" link on the City's Web Page.

Please complete all the information on this form as completely and accurately as possible by typing or using blue or black ink. Please contact us at (505) 891-5010 with any questions.

USE 6-DIGIT COMMODITY CODES ONLY / USE 900 CODES FOR SERVICES

Grid of 12 rows and 4 columns of dashed lines for entering commodity codes.

If you company's commodity or service is NOT FOUND on the COMMODITY CODE LIST, please enter the information below:

Five horizontal lines for providing additional information if a commodity code is not found.

## 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/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	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 the "Name" line 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.

Social security number									

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

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.

<b>Sign Here</b>	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.