



City of Calhoun

Accounting/Purchasing
700 West Line Street
Calhoun, Ga. 30701
"Excellence in Service"

Dear City of Calhoun Vendor,

Over the past several years, many Federal and State regulations have been passed. In 2010, The State of Georgia mandated with the passage of two regulations, Georgia Regulation O.C.G.A. 13-10-90(2) and Georgia Department of Labor Rule 300-10-1-02, that municipalities not enter into a contract for the physical performance of services within the State of Georgia unless the contractor provides evidence on City-provided forms that the business and subcontractor of the business are registered and participating in the Federal Programs, known as E-verify and S.A.V.E. Also, Georgia Regulation O.C.G.A. 50-36-1, states in part, that no vendor may receive "Public Benefits" unless the terms of the above rules and regulations are met. In order to comply with these regulations, the City of Calhoun is taking this time to streamline our accounting and purchasing procedures and ensure that the City's vendors are aware of and meeting the requirements mentioned above and that the City has all vendor information necessary to comply with bid opportunities, internal searches, financial reporting and payment processing.

ALL vendors are required to complete and submit the necessary documents in order to begin or continue to do business with the City of Calhoun. If a vendor does not return all completed documentation necessary to be in compliance with the above regulation the vendor will be placed on inactive status. No business can be done with an inactive vendor by the City of Calhoun. The only way to return to active status is to complete the required vendor information. Please remember that documents requesting notary verification must be notarized to be considered complete.

In addition to the documents for E-Verify and S.A.V.E., the City is requesting each vendor to update their W9 information with the revised December 2011 form and to sign an Information Security Affidavit. The Affidavit states that by signing, the vendor will safeguard any confidential information that the vendor may obtain in order to complete the vendor packet and will not divulge any information to any source outside of the City of Calhoun. The City is taking every precaution to insure that the integrity of the City of Calhoun is upheld throughout this process.

Also, we have placed a question and answer sheet to answer some of the common questions about E-Verify and S.A.V.E. In addition, we have an instruction sheet to help with filling out the enclosed documents included in this packet. However, please feel free to contact one of the following City employees if you have any questions.

Barry Bohannon, Purchasing Director, at 706-602-5680, bbohannon@calnet-ga.net

Ellen McEntyre, Purchasing Dept. at 706-602-5682, emcentyre@calnet-ga.net

Derrall Culberson, Senior Accountant at 706-602-5845, dculberson@calnet-ga.net

Mike Fuller, Accountant at 706-602-5848, mfuller@calnet-ga.net

Thank you for your assistance in helping the City of Calhoun to update our vendor files and comply with State and Federal Regulations.

CITY OF CALHOUN - FREQUENTLY ASKED QUESTIONS

There has been some confusion regarding E-Verify, what it is, who needs to have a number and how they obtain the number. As designed, E-Verify is an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows employers to electronically verify the employment eligibility of newly hired employees. E-Verify is currently the best means available for employers to electronically verify employees and it eliminates Social Security mismatches and improves the accuracy of wage and tax reporting. The S.A.V.E. program is used to verify all others. These programs protect jobs for authorized U.S. workers by helping employers to maintain a legal workforce. Currently E-Verify and S.A.V.E. are voluntary at the federal level, but are mandatory at the state level. On July 1, 2011 the State of Georgia joined a growing number of states that require public employers to participate in the E-Verify and S.A.V.E. programs before issuing or renewing a business license or being granted a public contract. Since a purchase order or purchase agreement is considered a "public contract", it is now essential that the City of Calhoun and its vendors adhere to these stricter requirements. This means that any business whether it is a small "mom and pop" business or a multi-national corporation will need to enroll in E-Verify and/or S.A.V.E. and submit their number, sign the signature affidavits and submit required documentation to the City of Calhoun before any transaction can take place.

Some of the most frequently asked questions are:

Q: Why Should I consider participating in E-Verify and S.A.V.E.?

It is the law. As of July 1, 2011 the State of Georgia joined Colorado, Idaho, Minnesota, Missouri, Nebraska, North Carolina Oklahoma, Rhode Island and Utah by making the voluntary participation by the Federal Government obligatory in their state. The State of Georgia, by Executive Order, mandated that government entities comply with the E-Verify and S.A.V.E. programs by obtaining affidavits from those with whom they do business.

Q: What are the E-Verify and SAVE programs?

The E-Verify Program is run by the Department of Homeland Security (DHD) and is for verifying new hires and not current employees unless some type of benefit, such as employee retirement benefits, employee health benefits and employee disability benefits, changes for the current employee and then their employment should also be verified. In addition, the E-Verify program is to be used for contractors that perform a public work contract for the City. A public work contract is defined as any public work contract entered into by the City that involves new construction or demolition of structures or roads and routine operation, repair or maintenance of existing structures, buildings or real property. In each of the incidents, it is necessary for the contractor to submit to the municipality the E-Verify Contractor Affidavit, which states that the contracting company is participating in the E-Verify system. It is also the contractor's responsibility to obtain and secure any subcontractor's affidavit, which may be used in the fulfillment of public work contract with the municipality.

The S.A.V.E. program is run by the United States and Immigration Services (USCIS) which is a bureau of the United States of America's Department of Homeland Security (DHS). The Georgia ruling on the benefits that constitute the participation in the S.A.V.E. program are broad. Local governments are required to collect

S.A.V.E. affidavits from any company within in their jurisdiction that obtains a business license. Additionally, the City is required to collect the S.A.V.E affidavits from any person or company that enters into a contract with the City. Since purchase orders or purchase agreements are considered a contract, the City must collect the S.A.V.E. affidavit and documentation from all of the City's vendors.

Q. How can my company provide the City with the required affidavits, W9's, Vendor Application and documentation?

The affidavits, W9 and City Vendor Application can be provided in person, electronically, or by mail. The required secure and verifiable documents can be presented in person or electronically but cannot be submitted via mail. Electronic transmission of the E-Verify and S.A.V.E. affidavits and the secure and verifiable documents are governed by the provisions of the Uniform Electronic Transactions Act, found in Chapter 12 of Title 10 of the Georgia Code.

Q: What types of identification are acceptable?

Besides the affidavits, the person signing the documents must present to the City one of the following documents : United States Passport, United States Passport Card, United States Military ID, a Driver's License issued from one of the 50 states, Puerto Rico, Washington D.C., Guam, U.S. Virgin Islands, Northern Marianas Islands, American Samoa, and the Swain Islands, A tribal identification ID from a federally recognized Native American tribe, a United States Permanent Resident Card, an Alien Registration Receipt Card, an Employment Authorization Document, a passport of a foreign government, a Merchant Mariner Document, a Merchant Mariner Credential, a Free and Secure Trade (FAST) Card, NEXUS Card a Secure Electronic Network for Travelers Rapid Inspection (SENTRI) Card, a Canadian Driver's License, a United States Certificate of Naturalization, a United States Certificate of Citizenship or any other document required to be accepted by a particular federal law. A list of acceptable identification documents is updated annually by Attorney General and can be found on the Department of Law's website.

Q: Are there any types of identification that the City of Calhoun will not accept?

Yes. The City is not allowed to accept the following documents: a Matricula Consular de Alta Seguridad Card, a Matricula Consular Card, a Consular Matriculation Card, a Consular Identification Card, or any other similar Card for identification purposes.

Q: My company has already given this information when we got our Business License are we required to sign the affidavits and produce documentation again?

Yes. At this point in time, a new affidavit must be signed each time a public benefit is renewed or issued, since the legal status of the person signing could have changed.

Q: Who can sign and present the affidavits on behalf of my company?

Any person who is 18 years of age or older and who is authorized to execute binding legal documents on behalf of the individual, business, corporation, partnership or other private entity requesting a “public benefit” may sign the Affidavits and present the S.A.V.E. identification documents on behalf of the said entity.

Q: What happens if we refuse to sign the affidavit or participate in the E-Verify or S.A.V.E. programs?

In this case, the City will not be able to allow you to continue as a vendor for the City of Calhoun. The City is mandated by law and cannot override this requirement.

Q: Will the City’s employees give out or sell my information?

No. The City of Calhoun’s employees that handle this documentation are required to sign an affidavit that they will not divulge this information. In addition, the City of Calhoun is requiring our contractors to also sign an information security affidavit. The City has taken every step to ensure the integrity of the City is upheld during the process of complying with the new Georgia Laws.

Q: How do I register for participation in E-Verify?

You can register for E-Verify at <https://e-verify.uscis.gov/enroll/> . At this address you will find instructions in completing the registration process. Please note that at the end of the registration process, the person who has signatory authority for business, will be required to sign a Memorandum of Understanding (MOU) that provides the terms of agreement between the employer, the SSA and USCIS.

Q: How can I get help with enrolling if I do not understand the instruction or have a question not addressed in the instructions?

The Department of Homeland Security does offer assistance in enrolling, either by their Customer Support line at 1-888-464-4218 or email at E-Verify@dhs.gov.

Additional information can be found at the USCIS website by using the link,
<http://www.uscis.gov/portal/site/uscis/menuitem.ebid4c2a5b9ac89243c6a7543f66d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

CITY OF CALHOUN

ACCOUNTING/PURCHASING

700 West Line Street
Calhoun, Georgia 30701
Telephone (706) 602-5680
Fax (706) 629-3765

VENDOR APPLICATION FORM

Is This Your Intial Application? Yes _____ or No _____	Revision? Yes _____ No _____
Name of Business:*	Date:
d/b/a:	Phone:*
Complete Street Address:*	Alt#:
City/State/Zip:	Fax:
Complete Mailing Address:*	<u>Accounting Contact Name:*</u>
City/State/Zip:	
E-Verify #: * _____ Registration Date: * _____	Title:
D & B DUNS Number:	Phone:*
Business Website: _____	E-Mail:*
Federal ID Number: * _____ Social Security Number: * _____ (If Filing as Sole Proprietor)	
Business License #: * _____ City/County Issued In: * _____	
CCR(Central Contractor Registration)#: _____ # of Years in Busines: * _____	
Organized As: * Individual/Sole Proprietor _____ Partnership _____ Corporation _____ S Corporation _____ Trust/Estate _____ LLC _____ Da Other _____	
Date _____ State _____ (For all except Individual/Sole Proprietor)	
Alternate Person Name, Title and Email:	

Type of Business: (Check One) Retailer _____ Wholesaler _____ Distributor _____ Manufacturer _____ Agent _____ Other _____
NIGP Commodity Codes: * _____
Summary of Products/Services Offered: * _____ _____ _____

Applicant Signature:*
Print Name of Applicant:*

City of Calhoun's E-verify#: 47775

Registration Date: July 19, 2007

Vendor Application Form – Field Instructions

- **Is this your initial application? Is this a revision?**

If this is your first time to fill out vendor information with the City of Calhoun then check yes and answer no to the revision. If this is not your first time to fill out City of Calhoun's vendor registration, then answer no to the first question and answer yes to the revision.

- **Name of Business (required)**

Enter the complete legal name of your organization. If business is a sole proprietor then enter full legal name of owner.

- **Date**

Enter the current date.

- **Complete Street Address (required)**

Enter the physical street address of your organization.

- **Phone (required)**

Enter the main phone number for your organization this phone number is required. Also, enter an optional alternate number, such as a mobile number or direct line, if desired.

- **Complete Mailing Address**

If the mailing address is different to the street address then complete the mailing information.

- **Fax (required)**

Enter the fax number for your organization.

- **Accounting Contact, Phone, & E-Mail (required)**

Accounting contact person and title and e-mail address of person.

- **E-Verify ID Number (required)**

Enter the Id number that was issued to you by Homeland Security. Enter registration date. Please refer to FAQ for additional information.

- **D & B Duns Number**

The Dun & Bradstreet DUNS number is a unique nine-digit number that is recognized as the universal standard for identifying businesses on a location-specific basis.

- **Federal Tax ID or Social Security Number (required)**

Enter the FEIN or Social Security number associated with the organization.

- **Business License/City/State (required)**

Enter the business license number and the city and state that issued it.

- **CCR Number**

The Central Contractor Registration is a government-wide registry database for organizations that seek to do business with the federal government.

- **Organized As (required)**

This is the Federal tax filing status of the organization. Check only one box. If business is LLC (List the tax classification of C=Corporation, S=Subchapter S Corporation, or P=Partnership) if other, list the type, the date and state of registration.

- **Alternative Person Name, Title, Phone and E-Mail Address.**

If the organization has another person that will need to be contacted by the City then, list their name, title, and E-mail address (such as a contact for our purchasing department to call).

- **Type of Business (required)**

Check only one box to indicate the primary business. This should be the same as your sales tax category such as retailer, wholesaler, distributor, manufacturer, agent or other. If other is checked then, explain such as municipality.

- **NIGP Commodity Codes (required)**

The NIGP (National Institute for Governmental Purchasing) Code is a coding structure for standardizing purchasing that brings order and consistency for efficiency and economy. See the attached codes. Maximum of ten codes can be entered.

- **Summary of Products and Services (required)**

Enter a short description of the products and services offered.

- **Applicants Signature/Print name of Applicant: (required)**

Sign the application then, printed the name.

005 ABRASIVES
010 ACOUSTICAL TILE, INSULATING MATERIALS,. AND SUPPLIES
015 ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHNINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
019 AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS , NUTS, AND VEGETABLES
020 AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (see class 022 FOR PARTS)
022 AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS
025 AIR COMPRESSORS AND ACCESSORIES
031 AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS, . AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
035 AIRCRAFT AND AIRPORT, EQUIPMENT, PARTS, AND SUPPLIES
037 AMUSEMENT, DECORATIONS, ENTERTAINMENT, TOYS, ETC.
040 ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, INCLUDING ACCESSORY, ITEMS (LIVE)
045 APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
050 ART EQUIPMENT AND SUPPLIES
052 ART OBJECTS
055 AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRUCKS, ETC.
060 AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS
065 AUTOMOTIVE BODIES, ACCESSORIES, AND PARTS
070 AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT
075 AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES
080 BADGES, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC..
085 BAGS, BAGGING, TIES, AND EROSION CONTROL EQUIPMENT
090 BAKERY EQUIPMENT, COMMERCIAL
095 BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES
100 BARRELS, DRUMS,. KEGS, AND CONTAINERS
105 BEARINGS (EXCEPT WHEEL BEARINGS AND SEALS -SEE CLASS 060)
110 BELTS AND BELTING: CONVEYOR ELEVATOR, POWER TRANSMISSION; AND V-BELTS
115 BIOCHEMICALS, RESEARCH
120 BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES
125 BOOKBINDING SUPPLIES
135 BRICKS AND OTHER CLAY PRODUCTS, REFRACTORY MATERIALS, AND STONE PRODUCTS
140 BROOM, BRUSH, AND MOP MANUFACTURING MACHINERY AND SUPPLIES
145 BRUSHES (NOT OTHERWISE CLASSIFIED)
150 BUILDER'S SUPPLIES
155 BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED
160 BUTCHER SHOP AND MEAT PROCESSING EQUIPMENT
165 CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL
175 CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES
180 CHEMICAL RAW MATERIALS (IN, LARGE. QUANTITIES PRIMARILY FOR . MANUFACTURING JANITORIAL AND LAUNDRY PRODUCTS)
190 CHEMICALS AND SOLVENTS, COMMERCIAL (IN BULK)
192 CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, AND STRIPPERS - _PREPACKAGED
193 CLINICAL LABORATORY REAGENTS AND TESTS (BLOOD GROUPING, DIAGNOSTIC, DRUG MONITORING, ETC.)
195 CLOCKS , TIMERS, WATCHES, AND JEWELERS' AND WATCHMAKERS' TOOLS AND EQUIPMENT
200 CLOTHING, ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER RELATED, WORK
201 CLOTHING ACCESSORIES. (SEE. CLASS 800 FOR SHOES AND BOOTS)
204 COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS
206 COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS
207 COMPUTER ACCESSORIES AND SUPPLIES
208 COMPUTER SOFTWARE FOR.MICROCOMPUTERS (PREPROGRAMMED)
209 COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)
210 CONCRETE AND METAL CULVERTS, PILINGS, SEPTIC TANKS, ACCESSORIES AND SUPPLIES
220 CONTROLLING, INDICATING, MEASURING, MONITORING, AND RECORDING INSTRUMENTS AND SUPPLIES
225 COOLERS, DRINKING WATER (WATER FOUNTAINS)
232 CRAFTS, GENERAL
233 CRAFTS, SPECIALIZED
240 CUTLERY, DISHES, FLATWARE, GLASSWARE, TRAYS, UTENSILS, AND SUPPLIES
245 DAIRY EQUIPMENT AND SUPPLIES
250 DATA PROCESSING CARDS AND PAPER
255 DECALS AND STAMPS
257 DEFENSE SYSTEM EQUIPMENT, WEAPONS AND ACCESSORIES
260 DENTAL EQUIPMENT AND SUPPLIES
265 DRAPERIES, CURTAINS, AND UPHOLSTERY MATERIAL (INCLUDING AUTOMOBILE)
269 DRUGS AND PHARMACEUTICALS
271 DRUGS, PHARMACEUTICALS, AND SETS (FOR LARGE-VOLUME PARENTERAL ADMINISTRATION, INFUSION, IRRIGATION, AND TUBE FEEDING)

280 ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)
285 ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
287 ELECTRONIC COMPONENTS, REPLACEMENT PARTS, AND ACCESSORIES: AND MISCELLANEOUS ELECTRONIC EQUIPMENT (NOT FOR TESTING OR ANALYZING -SEE 730)
290 ENERGY COLLECTING EQUIPMENT AND ACCESSORIES: SOLAR AND WIND
295 ELEVATORS AND ESCALATORS, BUILDING TYPE
305 ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES
310 ENVELOPES, PLAIN OR PRINTED
315 EPDXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, AND RELATED AGENTS
318 FARE COLLECTION EQUIPMENT AND SUPPLIES
320 FASTENING, PACKAGING, STRAPPING, TYING EQUIPMENT AND SUPPLIES
325 FEED, BEDDING, VITAMINS AND SUPPLEMENTS FOR ANIMALS (SEE CLASS 875 FOR DRUGS AND PHARMACEUTICALS FOR ANIMALS)
330 FENCING
335 FERTILIZERS AND SOIL CONDITIONERS
340 FIRE PROTECTION EQUIPMENT AND SUPPLIES
345 FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR AND WELDING)
350 FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES
360 FLOOR COVERING, FLOOR COVERING INSTALLATION AND REMOVAL EQUIPMENT, AND SUPPLIES
365 FLOOR MAINTENANCE MACHINES, PARTS, AND ACCESSORIES
370 FOOD PROCESSING AND CANNING EQUIPMENT AND SUPPLIES
375 FOODS: BAKERY PRODUCTS (FRESH)
380 FOODS: DAIRY PRODUCTS (FRESH)
385 FOODS, FROZEN
390 FOODS: PERISHABLE
393 FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS ITEMS
395 FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FORMS, AND FOLDERS FOR FORMS
400 FOUNDRY CASTINGS, EQUIPMENT, AND SUPPLIES
405 FUEL, OIL, GREASE AND LUBRICANTS
410 FURNITURE: HEALTH CARE AND HOSPITAL FACILITY
415 FURNITURE: LABORATORY
420 FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL
425 FURNITURE OFFICE
430 GASES, CONTAINERS, EQUIPMENT: LABORATORY, MEDICAL, AND WELDING
435 GERMICIDES, CLEANERS, AND RELATED SANITATION PRODUCTS FOR HEALTH CARE PERSONNEL
440 GLASS AND GLAZING SUPPLIES
445 HAND TOOLS (POWERED AND NON-POWERED),;ACCESSORIES AND ,S,UPPLIES
450 HARDWARE AND RELATED ITEMS
460 HOSE, ACCESSORIES , AND SUPPLIES: INDUSTRIAL, COMMERCIAL AND GARDEN
465 HOSPITAL AND SURGICAL EQUIPMENT, INSTRUMENTS, AND SUPPLIES
470 HOSPITAL HANDICAP AND RELATED SPECIALIZED EQUIPMENT AND SUPPLIES MOBILITY, SPEECH IMPAIRED, AND RESTRAINT ITEMS
475 HOSPITAL, SURGICAL, AND RELATED MEDICAL ACCESSORIES AND SUNDRY ITEMS
485 JANITORIAL SUPPLIES, GENERAL LINE
490 LABORATORY EQUIPMENT AND ACCESSORIES (FOR GENERAL ANALYTICAL AND RESEARCH USE): NUCLEAR, OPTICAL AND PHYSICAL
493 LABORATORY EQUIPMENT AND ACCESSORIES: BIOCHEMISTRY, CHEMISTRY, ENVIRONMENTAL SCIENCE, ETC.
495 LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY, ZOOLOGY, ETC.
500 LAUNDRY AND DRY CLEANING EQUIPMENT, ACCESSORIES, PARTS AND SUPPLIES - COMMERCIAL
505 LAUNDRY AND DRY CLEANING COMPOUNDS AND SUPPLIES
510 LAUNDRY TEXTILES AND SUPPLIES
515 LAWN MAINTENANCE EQUIPMENT, ACCESSORIES, AND PARTS (NON-AGRICULTURAL APPLICATIONS)
520 LEATHER AND RELATED EQUIPMENT, PRODUCTS, ACCESSORIES, AND SUPPLIES
525 LIBRARY AND ARCHIVAL EQUIPMENT, MACHINES, AND SUPPLIES
530 LUGGAGE, BRIEF CASES, PURSES AND RELATED ITEMS
540 LUMBER AND RELATED PRODUCTS
545 MACHINERY AND HARDWARE, INDUSTRIAL
550 MARKERS, PLAQUES AND TRAFFIC CONTROL DEVICES
553 MANUFACTURING COMPONENTS AND SUPPLIES
555 MARKING AND STENCILING DEVICES
556 MASS TRANSPORTATION - TRANSIT BUS
557 MASS TRANSPORTATION - TRANSIT BUS ACCESSORIES AND PARTS
558 MASS TRANSPORTATION - RAIL VEHICLES AND SYSTEMS
559 MASS TRANSPORTATION - RAIL VEHICLE PARTS AND ACCESSORIES
560 MATERIAL HANDLING AND STORAGE EQUIPMENT AND ALLIED ITEMS
565 MATTRESS MANUFACTURING MACHINERY AND SUPPLIES
570 METALS: BARS, PLATES, RODS, SHEETS, STRIPS, STRUCTURAL SHAPES, TUBING, AND FABRICATED ITEMS

575 MICROFICHE AND MICROFILM EQUIPMENT, ACCESSORIES, AND SUPPLIES
578 MISCELLANEOUS PRODUCTS
580 MUSICAL INSTRUMENTS, ACCESSORIES, AND SUPPLIES
590 NOTIONS AND RELATED SEWING ACCESSORIES AND SUPPLIES
593 NUCLEAR EQUIPMENT, COMPONENTS, ACCESSORIES AND SUPPLIES
595 NURSERY STOCK, EQUIPMENT, AND SUPPLIES
600 OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES
605 OFFICE MECHANICAL AIDS, SMALL MACHINES, AND APPARATUSES
610 OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES
615 OFFICE SUPPLIES, GENERAL
620 OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.
625 OPTICAL EQUIPMENT, ACCESSORIES, AND SUPPLIES
630 PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AND RELATED PRODUCTS
635 PAINTING EQUIPMENT AND ACCESSORIES
640 PAPER AND PLASTIC PRODUCTS, DISPOSABLE
645 PAPER (FOR OFFICE AND PRINT SHOP USE)
650 PARK, PLAYGROUND, RECREATIONAL AREA AND SWIMMING POOL EQUIPMENT
652 PERSONAL HYGIENE AND GROOMING EQUIPMENT AND SUPPLIES
655 PHOTOGRAPHIC EQUIPMENT AND SUPPLIES (NOT INCLUDING GRAPHIC ARTS, MICROFILM, AND X-RAY)
658 PIPE AND TUBING
659 PIPE AND TUBING FITTINGS
660 PIPES, TOBACCOS, SMOKING ACCESSORIES; ALCOHOLIC BEVERAGES
665 PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINATING, AND MOLDING EQUIPMENT, ACCESSORIES, AND SUPPLIES
670 PLUMBING EQUIPMENT, FIXTURES AND SUPPLIES
675 POISONS: AGRICULTURAL AND INDUSTRIAL
680 POLICE EQUIPMENT AND SUPPLIES
685 POULTRY EQUIPMENT AND SUPPLIES
690 POWER GENERATION EQUIPMENT, ACCESSORIES, AND SUPPLIES
691 POWER TRANSMISSION EQUIPMENT - ELECTRICAL, MECHANICAL, AIR AND HYDRAULIC
700 PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPERS)
710 PROSTHETIC DEVICES, HEARING AIDS, AUDITORY TESTING EQUIPMENT, ELECTRONIC READING DEVICES, ETC.
715 PUBLICATIONS AND AUDIOVISUAL MATERIALS (PREPARED MATERIALS ONLY, NOT EQUIPMENT, SUPPLIES, OR PRODUCTION)(SEE CLASS 785 FOR INSTRUCTIONAL AIDS)
720 PUMPING EQUIPMENT AND ACCESSORIES
725 RADIO COMMUNICATION, TELEPHONE, AND TELECOMMUNICATION EQUIPMENT, ACCESSORIES, AND SUPPLIES
730 RADIO COMMUNICATION AND TELECOMMUNICATION TESTING, MEASURING, AND ANALYZING EQUIPMENT, ACCESSORIES AND SUPPLIES
735 RAGS, SHOP TOWELS, AND WIPING CLOTHS
740 REFRIGERATION EQUIPMENT AND ACCESSORIES
745 ROAD AND HIGHWAY BUILDING MATERIALS (ASPHALTIC)
750 ROAD AND HIGHWAY BUILDING MATERIALS (NOT ASPHALTIC)
755 ROAD AND HIGHWAY EQUIPMENT AND PARTS: ASPHALT AND CONCRETE HANDLING AND PROCESSING
760 ROAD AND HIGHWAY EQUIPMENT: EARTH HANDLING, GRADING, MOVING, PACKING, ETC.
765 ROAD AND HIGHWAY EQUIPMENT (EXCEPT ASPHALT, CONCRETE, AND EARTH HANDLING EQUIPMENT IN CLASSES 755 AND 760)
770 ROOFING
775 SALT (SODIUM CHLORIDE) (SEE CLASS 393 FOR TABLE SALT)
780 SCALES AND WEIGHING APPARATUS (SEE 175-08 FOR LABORATORY BALANCES)
785 SCHOOL EQUIPMENT AND SUPPLIES
790 SEED, SOD, SOIL, AND INOCULANTS
795 SEWING ROOM AND TEXTILE MACHINERY, AND ACCESSORIES
800 SHOES AND BOOTS
801 SIGNS, SIGN MATERIALS, SIGN MAKING EQUIPMENT, AND RELATED SUPPLIES
803 SOUND SYSTEMS, COMPONENTS, AND ACCESSORIES: GROUP INTERCOM, MUSIC, PUBLIC ADDRESS, ETC.
804 SPACECRAFTS, ACCESSORIES AND COMPONENTS
805 SPORTING GOODS, ATHLETIC EQUIPMENT AND ATHLETIC FACILITY EQUIPMENT
810 SPRAYING EQUIPMENT (EXCEPT HOUSEHOLD, NURSERY PLANT, AND PAINT)
815 STEAM AND HOT WATER FITTINGS, ACCESSORIES, AND SUPPLIES
820 STEAM AND HOT WATER BOILERS AND STEAM HEATING EQUIPMENT
825 STOCKMAN EQUIPMENT AND SUPPLIES
830 TANKS (METAL, WOOD, AND SYNTHETIC MATERIALS): MOBILE, PORTABLE, STATIONARY, AND UNDERGROUND TYPES
832 TAPE (NOT DATA PROCESSING, MEASURING, OPTICAL, SEWING, SOUND, OR VIDEO)
840 TELEVISION EQUIPMENT AND ACCESSORIES
845 TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)
850 TEXTILES, FIBERS, HOUSEHOLD LINENS, AND PIECE GOODS

855 THEATRICAL EQUIPMENT AND SUPPLIES
860 TICKETS, COUPON BOOKS, SALES BOOKS, STRIP BOOKS, ETC.
863 TIRES AND TUBES
864 TRAIN CONTROLS, ELECTRONIC
865 TWINE
870 VENETIAN BLINDS, AWNINGS, AND SHADES
875 VETERINARY EQUIPMENT AND SUPPLIES (SEE CLASS 325 FOR VITAMINS AND SUPPLEMENTS FOR ANIMALS)
880 VISUAL EDUCATION EQUIPMENT AND SUPPLIES (EXCEPT PROJECTION LAMPS -SEE CLASS 285)
883 VOICE RESPONSE SYSTEMS
885 WATER AND WASTEWATER TREATING CHEMICALS
890 WATER SUPPLY, GROUNDWATER, SEWAGE TREATMENT, AND RELATED EQUIPMENT (NOT FOR AIR CONDITIONING, STEAM BOILER,
OR LABORATORY REAGENT WATER)
895 WELDING EQUIPMENT AND SUPPLIES
898 X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIES (MEDICAL)
905 AIRCRAFT OPERATIONS SERVICES
906 ARCHITECTURAL SERVICES, PROFESSIONAL
907 ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL
908 BOOKBINDING, REBINDING, AND REPAIRING
909 BUILDING CONSTRUCTION SERVICES, NEW
910 BUILDING MAINTENANCE AND REPAIR SERVICES
912 CONSTRUCTION SERVICES, GENERAL
913 CONSTRUCTION SERVICES, HEAVY
914 CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)
915 COMMUNICATIONS AND MEDIA RELATED SERVICES
918 CONSULTING SERVICES
920 DATA PROCESSING SERVICES AND SOFTWARE
924 EDUCATIONAL SERVICES
925 ENGINEERING SERVICES, PROFESSIONAL
926 ENVIRONMENTAL AND ECOLOGICAL SERVICES
928 EQUIPMENT MAINTENANCE, RECONDITIONING AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUSES AND
OTHER VEHICLES
929 EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES AGRICULTURAL, HEAVY INDUSTRIAL EQUIPMENT, AND
MARINE EQUIPMENT
EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - APPLIANCE, ATHLETIC, CAFETERIA, FURNITURE, MUSICAL
931 INSTRUMENTS, AND SEWING EQUIPMENT
EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES LAUNDRY; LAWN, PAINTING, PLUMBING, AND SPRAYING
934 EQUIPMENT
936 EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - GENERAL EQUIPMENT
938 EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - HOSPITAL, LABORATORY, AND TESTING EQUIPMENT
939 EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - OFFICE, PHOTOGRAPHIC, AND RADIO/TELEVISION
EQUIPMENT
940 EQUIPMENT MAINTENANCE, REPAIR, CONSTRUCTION, AND RELATED SERVICES
941 EQUIPMENT MAINTENANCE, RECONDITIONING, REPAIR, AND RELATED SERVICES - POWER GENERATION
944 FARMING AND RANCHING SERVICES, ANIMAL AND CROP
945 FISHING, HUNTING, TRAPPING, GAME PROPAGATION, AND RELATED SERVICES
946 FINANCIAL SERVICES
947 FORESTRY SERVICES
948 HEALTH RELATED SERVICES (FOR HUMAN SERVICES SEE CLASS 952)
952 HUMAN SERVICES
953 INSURANCE, ALL TYPES
954 LAUNDRY AND DRY CLEANING SERVICES
956 LIBRARY SERVICES (SEE CLASS 908 FOR BOOKBINDING, REBINDING, AND REPAIRING)
958 MANAGEMENT SERVICES
959 MARINE CONSTRUCTION SERVICES; MARINE EQUIPMENT MAINTENANCE AND REPAIR; RELATED MARINE SERVICES
961 MISCELLANEOUS PROFESSIONAL SERVICES
962 MISCELLANEOUS SERVICES
963 NON-BIDDABLE MISCELLANEOUS ITEMS
965 PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, AND PREPARATION OF MATS NEGATIVES AND PLATES
966 PRINTING AND RELATED SERVICES
967 PRODUCTION AND MANUFACTURING SERVICES
968 PUBLIC WORKS AND RELATED SERVICES
971 REAL PROPERTY RENTAL OR LEASE
975 RENTAL OR LEASE SERVICES OF EQUIPMENT - AGRICULTURAL, AIRCRAFT, AUTOMOTIVE, HEAVY EQUIPMENT, AND MARINE
EQUIPMENT

- 977 RENTAL OR LEASE SERVICES OF EQUIPMENT - APPLIANCES, CAFETERIA FILM, FURNITURE, HARDWARE, MUSICAL, SEWING, AND WINDOW AND FLOOR COVERINGS
- 979 RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITAL, LABORATORY, PRECISION INSTRUMENTS, REFRIGERATION, SCALES, AND TESTING EQUIPMENT
- 981 RENTAL OR LEASE OF EQUIPMENT - GENERAL EQUIPMENT
- 983 RENTAL OR LEASE SERVICES OF EQUIPMENT - CLOTHING, JANITORIAL, LAUNDRY, LAWN, PAINTING, SPRAYING, AND TEXTILE EQUIPMENT
- 984 RENTAL OR LEASE SERVICES OF COMPUTERS, DATA PROCESSING, AND WORD PROCESSING EQUIPMENT
- 985 RENTAL OR LEASE SERVICES OF EQUIPMENT - OFFICE, PHOTOGRAPHIC, PRINTING, RADIO/TELEVISION/TELEPHONE EQUIPMENT
- 988 ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES
- 989 SAMPLING AND SAMPLE PREPARATION SERVICES (FOR TESTING)
- 990 SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES
- 992 TESTING AND CALIBRATION SERVICES
- 998 SALE OF SURPLUS & OBSOLETE ITEMS

CITY OF CALHOUN VENDOR INFORMATION AFFIDAVIT

Accounting/Purchasing

700 West Line Street

Calhoun, Ga. 30701

This affidavit is to be signed by all vendors of the City of Calhoun that may be exposed to confidential information during the process of complying with state mandated Federal E-Verify and S.A.V.E. program. This confidential information may include, but may not be limited to social security numbers, credit card numbers, checking account information and personal health information of customers or employees.

I understand that as a vendor with the City of Calhoun, I will need to participate in the Federal E-Verify and S.A.V.E. programs to achieve my active vendor status. I further agree to safeguard the integrity of the City of Calhoun during this process. In addition, by signing this affidavit I am stating that I will not at any time disclose or reproduce any information obtained during this process to any person(s) outside the City of Calhoun, except as may be required in the performance of my duties and responsibilities.

Also, I agree that I will notify the City if I think this information has become compromised while in my care or if I witness another individual divulging such confidential information other than for the intended purpose.

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

Vendor Name (Print)

Date

_____ Vendor Signature

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____.

NOTARY PUBLIC _____

MY COMMISSION EXPIRES: _____

VENDOR AFFIDAVIT

By executing this affidavit, the undersigned vendor verifies its compliance with O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-1-02, stating affirmatively that the individual firm or corporation which is contracting with the City of Calhoun, Georgia has registered and is participating in a federal work authorization program* (an electronic verification of work authorization program operated by the Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), in accordance with the deadlines established in the referenced statutes).

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Calhoun, Georgia, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided or a substantially similar form. Vendor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Calhoun at the time subcontractor(s) is (are) retained to perform such services.

*The applicable federal work authorization program as of the effective date of the statute is the E-Verify program and the Systematic Alien Verification for Entitlements (S.A.V.E.) program office of U.S. Citizenship and Immigration Service (USCIS). To register for the E-Verify Program visit www.uscis.gov.

No active vendor status will be issued without this E-Verify number.

Name of Vendor

City of Calhoun
(Public Employer)

(Federal Work Authorization User Identification Number)

(Date of Authorization)

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

_____, _____, 20_____ in _____ City, _____ (State)

(Signature of Authorized Officer or Agent)

(Print Name and Title of Authorized Officer or Agent)

SUBSCRIBED BEFORE ME

ON THIS THE _____ DATE OF
_____, 20_____

NOTARY PUBLIC

MY COMMISSION EXPIRES:

*Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603. As the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-1-02, stating affirmatively that the individual firm or corporation which is contracting with the City of Calhoun, Georgia has registered and is participating in a federal work authorization program* (an electronic verification of work authorization program operated by the Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), in accordance with the deadlines established in the referenced statutes).

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Calhoun, Georgia, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Calhoun at the time subcontractor(s) is (are) retained to perform such services.

*The applicable federal work authorization program as of the effective date of the statute is the E-Verify program and the Systematic Alien Verification for Entitlements (S.A.V.E.) program office of U.S. Citizenship and Immigration Service (USCIS). To register for the E-Verify Program visit www.uscis.gov.

No bid will be accepted without this E-Verify number.

Name of Contractor

Name of Project

City of Calhoun
(Public Employer)

(Federal Work Authorization User Identification Number)

(Date of Authorization)

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

_____, _____, 20_____ in _____ City, _____ (State)

(Signature of Authorized Officer or Agent)

(Print Name and Title of Authorized Officer or Agent)

SUBSCRIBED BEFORE ME ON THIS THE ____ DAY OF _____, 20____.
NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

MUST BE NOTORIZED

*Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603. As the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
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SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-1-02, stating affirmatively that the individual firm or corporation which is contracting with the City of Calhoun, Georgia has registered and is participating in a federal work authorization program* (an electronic verification of work authorization program operated by the Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), in accordance with the deadlines established in the referenced statutes).

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Calhoun, Georgia, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Calhoun at the time subcontractor(s) is (are) retained to perform such services.

*The applicable federal work authorization program as of the effective date of the statute is the E-Verify program and the Systematic Alien Verification for Entitlements (S.A.V.E.) program office of U.S. Citizenship and Immigration Service (USCIS). To register for the E-Verify Program visit www.uscis.gov.

No bid will be accepted without this E-Verify number.

Name of Subcontractor

Name of Project

City of Calhoun
(Public Employer)

(Federal Work Authorization User Identification Number)

(Date of Authorization)

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

_____, _____, 20 _____ in _____ City, _____ (State)

(Signature of Authorized Officer or Agent)

(Print Name and Title of Authorized Officer or Agent)

SUBSCRIBED BEFORE ME ON THIS THE
____ DAY OF _____, 20 _____.

NOTARY PUBLIC

MY COMMISSION EXPIRES:

*Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employee, pursuant to the immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603. As the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

S.A.V.E. Affidavit Verify Status for Business Transaction with The City of Calhoun

By executing this affidavit under oath, as a vendor for the City of Calhoun, Georgia for public benefits as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my "public benefit" for

_____ (Name of natural person applying on behalf of)

_____ (Individual, business, corporation, partnership, or other private entity)

- 1) _____ I am a United States Citizen.
- 2) _____ I am a legal permanent resident 18 years of age or older. Please include Alien Registration Number below signature.*
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 years of age or older and lawfully present in the United States.*

_____ Number and Document Source

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.

(Signature of Applicant)

Date

Print Name

Alien Registration number for non-citizens

Vendor's E-Verify Number

* O.C.G.A. 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C. as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number.

SUBSCRIBED AND SWORN BEFORE

ME ON THIS THE _____ DATE OF
_____, 20_____

NOTARY PUBLIC
MY COMMISSION EXPIRES:

MUST BE NOTORIZED

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (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, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

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, payments made in settlement of payment card and third party network transactions, 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 *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

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

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. 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 line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

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

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

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

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

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

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 this page), 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 SSA 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 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, apply for a TIN and 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 U.S. 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, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 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 made in settlement of payment card and third party network transactions, 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.

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) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

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 "Business name/disregarded entity" 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 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

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.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, 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.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

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 property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and 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. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

City of Calhoun

RETURN DOCUMENTATION CHECKLIST:

Completed Vendor Application (Attached)(Mandatory)

Completed W-9 Form (Attached)(Mandatory)

Copy of your Company 's most recent Insurance Certificate (Must be kept current) (If work to be performed on city property.)

Copy of your Company's Business License or Articles of Incorporation. (If applicable)

Contractor Affidavit (Attached) (Mandatory, If more than one employee other than yourself.)

Subcontractor Affidavit and Agreement (If applicable) (Attached)

Vendor Affidavit (Attached) (Mandatory, If more than one employee other than yourself.)

S.A.V.E. Affidavit Verifying Status for Business Transaction with the City of Calhoun (Mandatory)

1 Verification Document as Listed (Mandatory):

United States Passport, United States Passport Card, United States Military ID, a Driver's License issued from of the 50 states, Puerto Rico, Washington D.C., Guam, U.S. Virgin Islands, Northern Marianas Islands, American Samoa, and the Swain Islands, A tribal identification ID from a federally recognized Native American tribe, a United States Permanent Resident Card, an Alien Registration Receipt Card, an Employment Authorization Document, a passport of a foreign government, a Merchant Mariner Document, a Merchant Mariner Credential, a Free and Secure Trade (FAST) Card, NEXUS Card a Secure Electronic Network for Travelers Rapid Inspection (SENTRI) Card, a Canadian Driver's License, a United States Certificate of Naturalization, a United States Certificate of Citizenship or any other document required to be accepted by a particular federal law.

*A list of acceptable identification documents is updated annually by Attorney General and can be found on the Department of Law's website.

Vendor Information Security Affidavit (Mandatory)

****If any forms are returned incomplete, a bid will not be awarded nor will an Active Vendor Status be granted and subsequent payments may be delayed.**