



# Clallam County Auditor - Accounts Payable

223 E. 4th Street, Suite 1  
Port Angeles WA 98362

## Vendor Information and Small Purchases Vendor List Application

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<b>1. THIS FORM TO BE USED IN PLACE OF IRS Form W-9</b>	<b>Form initiated by:</b>
2. Complete this form to establish account or to change existing information	
3. Business/Individual <b>NAME</b> must be exactly the same as used for Federal Tax reporting purposes	
4. This completed form may be faxed or emailed	
5. To be added to the Small Purchases Vendor List, both sides of the form must be completed	
<b>Are you making changes to an existing account?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Add'l Remit <input type="checkbox"/> Moved <input type="checkbox"/> Ownership <input type="checkbox"/> Address Change <input type="checkbox"/> Add'l Business Name <input type="checkbox"/> Name <input type="checkbox"/> IRS TIN	

**Please Print Clearly or Type**

<b>Name</b> <small>(If joint names, list both and circle the name whose TIN you are providing below)</small> <b>Business Name</b> <small>(Sole Proprietor enter your individual name above and business name here)</small> <b>Payment (Remit) Address</b> <small>Street Number, Apt. Number, Mail-Stop City State Zip</small> <b>If making change to payment address put old payment address here.</b> <b>Additional Payment Address</b> <small>(Use separate page if needed)</small>			
<b>Taxpayer Identification Number</b>	<b>Employer Identification Number</b>	<b>OR</b>	<b>Social Security Number</b>
<b>Type of Business</b> <b>How are you filed with the IRS?</b>	<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Government <input type="checkbox"/> Non-Profit Corp <input type="checkbox"/> Medical Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Attorney (Inc) <input type="checkbox"/> *Other: Explain Below		
<b>*Explanation of Other:</b>			
<b>Telephone (Area Code)</b>			
<b>FAX Number (Area Code)</b>			
<b>Email Address</b>			
UBI Number (WA Business Only)			

**Name and title of person completing form:**

**Under penalty of perjury, I certify that the number shown on this statement is the correct taxpayer identification number, that I am not subject to backup withholding, and that I am a U.S. person.**

**Signature of person completing form:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(For County Use Only)			Vendor No.
Data entry by	Date	Comments	

## Vendor Information and Small Purchases Vendor List Application

1. Complete this page to be added to the Small Purchases Vendor List

2. Business Name:

3. The Small Purchases Vendor List is for purchase of goods between \$5,000 and \$25,000

4. Complete this form to establish an account or to change existing information

5. If no purchases have been made for more than 3 years, the vendor may be removed from the vendor list.

**I wish to be added to the County's Small Purchase Vendor List in the following categories: (check all that apply)**

### Maintenance

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Abrasives, sealants, epoxy, fiberglass | <input type="checkbox"/> Asphalt and emulsions   | <input type="checkbox"/> Building materials             | <input type="checkbox"/> Chemical products |
| <input type="checkbox"/> Welding equipment/supplies             | <input type="checkbox"/> Construction equipment  | <input type="checkbox"/> Custodial supplies             | <input type="checkbox"/> Truck trailers    |
| <input type="checkbox"/> Electrical components/equipment        | <input type="checkbox"/> Environmental equipment | <input type="checkbox"/> Mechanical/electrical controls | <input type="checkbox"/> Utility trailers  |
| <input type="checkbox"/> Snow/ice removal equipment/parts       | <input type="checkbox"/> Tools                   | <input type="checkbox"/> Waste/recycling equipment      | <input type="checkbox"/> Floor coverings   |
| <input type="checkbox"/> Paint and equipment                    | <input type="checkbox"/> Street sweepers/brushes | <input type="checkbox"/> Rock and gravel                | <input type="checkbox"/> Overhead doors    |
| <input type="checkbox"/> Sewer cleansers/cleaning               | <input type="checkbox"/> Steel buildings         | <input type="checkbox"/> Stormwater filter systems      |  |
| <input type="checkbox"/> Tree equipment, chippers, grinders     | <input type="checkbox"/> Tractors, mowers        | <input type="checkbox"/> Traffic signs/control devices  |  |

### Security Equipment

- Alarm systems
- Security equipment

### Fleet Management

- |  |  |
|--|--|
| <input type="checkbox"/> Autos/trucks                | <input type="checkbox"/> Vehicle parts |
| <input type="checkbox"/> Emergency vehicle equipment | <input type="checkbox"/> Tires         |
| <input type="checkbox"/> Scales/scale service        | <input type="checkbox"/> Fuel          |

### Information Technology

- Communication equipment/supplies
- Computers, peripherals, networks
- Document Imaging/hardware/software
- Video equipment/systems

### Safety

- Drug testing kits
- Law enforcement products
- Personal protective equipment/supplies
- Safety products/equipment

### Office Supplies/Paper Products

- Equipment/supplies
- Shelving/storage
- Toner/ink cartridges

### Food Service

- Commercial kitchen equipment
- Food supplies
- Propane

Comments: