

# CITY OF MILLVILLE

## COMMISSIONERS

LISA M. ORNDORF, MAYOR  
Director of Public Affairs  
JOSEPH SOOY, VICE MAYOR  
Director of Revenue of Finance  
BENJAMIN J. ROMANIK  
Director of Parks and Public Property  
CHARLES KIRK HEWITT  
Director of Public Safety  
STEPHEN E. WATSON, JR.  
Director of Public Works



"A MAIN STREET NEW JERSEY COMMUNITY"

12 SOUTH HIGH STREET  
P.O. BOX 609  
MILLVILLE, NEW JERSEY 08332

TELEPHONE: (856)825-7000  
FAX: (856)825-3686  
[www.millvillenj.gov](http://www.millvillenj.gov)

## OFFICERS

RAYMOND COMPARI  
Administrator  
JEANNE PARKINSON  
City Clerk  
MARCELLA SHEPARD  
Chief Financial Officer  
TRACEY GREGOIRE  
Tax Collector  
BRIAN P. ROSENBERGER  
Tax Assessor  
WAYNE JOHNSON  
Municipal Engineer

Dear Vendor

Please take a few moments to complete the enclosed vendor application and return with the requested documents specified below, by email, fax, or mail. If we do not receive your vendor application, we will not be able to process your invoice for payment.

All vendors doing business with local contracting agencies are required to be registered with the State of New Jersey Department of the Treasury, Division of Revenue. They must provide proof of registration to the contracting agency before the contracting agency may enter into a purchase order/contract with the business. Please provide us with proof of your Business Registration Certificate issued by the "New Jersey Department of Treasury/Division of Revenue". A sample certificate is enclosed.

If you do not have a Business Registration Certificate, you will need to register with the State of New Jersey. Please visit this website for instructions on how to register. <https://www.njportal.com/DOR/BusinessRegistration/> As referenced above, no purchase orders or contracts will be issued to your firm from the City of Millville until we receive the certificate.

Any contractor, vendor, or professional who performs work for the City of Millville will be required to submit a Certificate of Insurance with their vendor application. (See Attached)

Also enclosed is Form W-9 Request for Taxpayer Identification Number that needs to be completed by your company and returned to the City of Millville Purchasing Department.

Please note that a purchase order is required for all purchases. No merchandise is to be ordered, shipped, or picked up by an employee of the City of Millville, unless a purchase order number is received by your company via phone, fax, or mail. The shipping address will be designated on each purchase order. Since we are a municipal government, we are automatically exempt from sales tax. Enclosed is this exemption.

All invoices for payment should be sent to City of Millville, Accounts Payable, and 12 S. High St., PO Box 609, Millville, NJ 08332-0609. All invoices submitted for payment must have the Purchase Order number clearly shown. We must have a signature on the voucher from the vendor. Contact information for the Purchasing Department is at the top of this letter.

Your anticipated cooperation is appreciated. If you have any questions, please do not hesitate to contact the Purchasing Department.

Sincerely,

Marcella Shepard, CFO

\*Enclosures

# City of Millville

Finance Dept  
 12 S. High Street  
 Millville, NJ 08332  
 Ph: 856-825-7000 Ext 7228  
 Fax: 856-825-7988  
 Email: Oren.Thomas@millvillenj.gov

## Vendor Information Sheet

<input type="checkbox"/>	New Application	Fed. ID # or Social Security #	Date
<input type="checkbox"/>	Name and/or address change		
Vendor Name & Mailing Address for Purchase Orders		Remit to Name/Address (if different from Item 1)	
Telephone #	Fax #	Email Address	
Type of organization (Check one)			
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation: Inc. under law of the	
Special Categories:			
<input type="checkbox"/> Minority Owned	<input type="checkbox"/> Women Owned	<input type="checkbox"/> Small Business	<input type="checkbox"/> Non-Profit
Vendor Contact			
	Name	Email	Telephone #
Purchase Orders			
Accts Receivable			
Other			
I hereby certify that the information supplied herein is correct:			
(Print or type name and title)		(Signature)	
FOR PURCHASING USE ONLY			
DATE REC'D	BRC REC'D	W-9 REC'D	VENDOR #

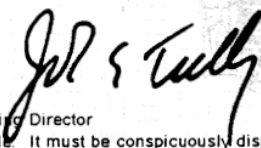
NOTE: No purchase orders/contracts will be issued until FED ID/Tax ID is received.

All businesses MUST provide a copy of their Business Registration Certificate (BRC) for their registration to be complete. Below are samples of a BRC Certificate. The Taxpayer Name on the BRC must be the same as the name on the Vendor Registration and the W9 form.

Non-profit Organizations must provide proof of 501(c)(3) exemption instead of the BRC.

Online BRC Look-up: [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)

Information on BRC Requirements: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)	Acting Director	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE  
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:

20041014112823533

# **CERTIFICATES OF INSURANCE**

## **Who Needs Them and Why Are They Important?**

Quite often we are asked questions about certificates of insurance and the necessity of obtaining them from outside contractors, vendors, professionals and the like. The simple fact of the matter is that Certificates of Insurance are meant to provide evidence that the contractor, vendor, etc. carries insurance that will respond should a claim arise due to their operations. As we all know, when things go wrong, everybody gets sued, even though the work was contracted out.

For example, suppose the municipality hires a contractor to paint the lobby of the municipal building. The contractor sets up a scaffold and commences work. Just as people are entering the building, the scaffolding collapses injuring the painter's employees, municipal employees, members of the public and causing damage to the lobby area. What happens next?

The painter's employees seek coverage for their medical bills and lost wages under the painter's workers compensation policy. There is only one problem; the painter did not purchase workers compensation insurance. Where do the painter's employees turn? Under established NJ law, the employees are entitled to petition for coverage under the municipality's workers compensation insurance. **THAT'S RIGHT!** You get to pay for the painter's lack of coverage! Quite an expense and an unnecessary one if only you had demanded a certificate of insurance that provided evidence of insurance – including workers compensation! Quite often a contractor will inform you that they are a sole proprietor and have no employees. But what if they pick up a day laborer?

Next, members of the public sue both the painter and the municipality for the hazardous condition that caused their injuries. **BUT WAIT!** They have no liability insurance! Guess who pays? You guessed it, the municipality!

Municipal employees file workers compensation claims and submit a claim for the damage caused to their lobby. We pay the claims and then go after the contractor (subrogate) to recover the money we paid out. Again – **NO INSURANCE!**

At the end of the day, the municipality and the JIF have paid hundreds of thousands of dollars in taxpayers money that could have been easily avoided.

**So who needs certificates of insurance? YOU DO!**

**Why are they important?** Not getting one can cost you and the JIF hundreds of thousands of dollars!

Require certificates of insurance from **EVERY** contractor, vendor, and professional who performs work for you. Build language into **EVERY** contract that requires insurance and agrees to hold you harmless for acts of the contractor, vendor, or professional. Check the certificate for accuracy and compliance with your requirements and **DO NOT** permit work to commence until you have all of the proper documentation. Sample language is posted to the JIF website.

The above discussion is not meant to be an all-encompassing handling of this issue. The subject of "Additional Insured" status, Notice of Cancellation, proper limits and exhaustion of limits requires more in-depth treatment. Your Risk Management Consultant is an insurance professional who can be of invaluable assistance in reviewing certificates and contractual insurance language. Make sure you enlist their support!

**Request for Taxpayer  
 Identification Number and Certification**

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)	
6 City, state, and ZIP code		
7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
				-			-			
<b>or</b>										
<b>Employer identification number</b>										
				-						

**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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶

**General Instructions**

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

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Municipal Engineer

Please note the City of Millville is exempt from paying sales tax under provisions of NJSA 48-8.18 which states:

“Exemption from Sales Tax”

No such tax shall be imposed: (c) upon any sale to or by the state or any county, municipality school district, or other political body thereof;.....

I trust this meets your request for our sales tax exemption. Feel free to contact me if you have any further questions at extension 7214.

A handwritten signature in cursive script that reads "Marcella D. Shepard".

Marcella D. Shepard  
Chief Financial Officer