

Hello,

As a new vendor with the City of Bloomington, we need you to complete the vendor registration process through Vendor Self Service Portal (VSS). You must also attach a completed and signed W-9 in VSS.

The registration process creates a new record in VSS. Upon review and validation of the information you provide, the Procurement Office will set the record status to Active in VSS. Until this process is complete, we are unable to create Purchase Orders, process payments, etc.

The link to VSS (Vendor Self Service) is <https://cityofbloomingtonil.munisselfservice.com/vss/Vendors/default.aspx>. VSS gives you web-based access to your business information and records. Purchase orders, invoices and accounts payable checks information are all available to view online. You will also have the ability to update your profile, including address, contact information, and commodity code information.

Attached is the Guide to Vendor Self Service to assist you.

The City of Bloomington is pleased to offer Electronic Funds Transfer (EFT) payment method to our vendors. If you are interested this environmentally friendly payment method, simply fill out the attached form and include it with your submittal of your W-9. The EFT form must be attached in the City's Vendor Self Service Portal to be accepted.

If you have any questions or concerns, please do not hesitate to contact Procurement at [procurement@cityblm.org](mailto:procurement@cityblm.org).

Respectfully,

The Procurement Team



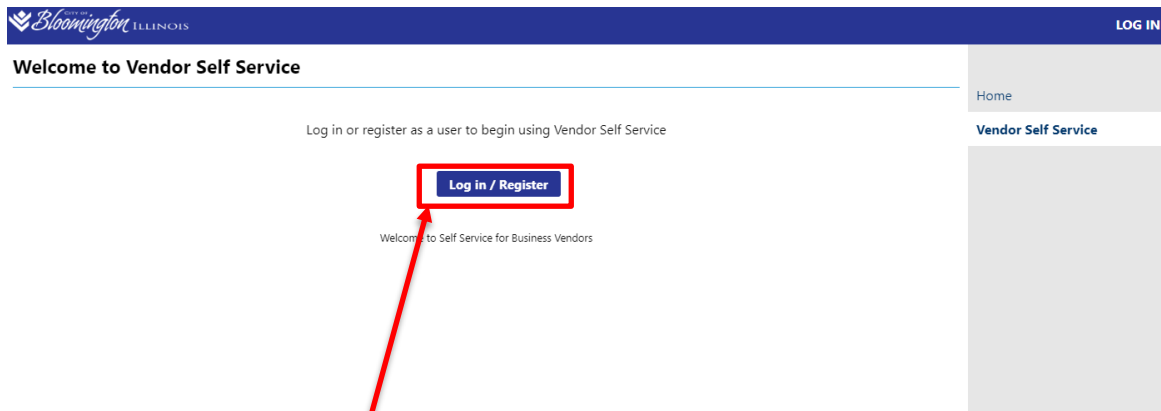
**MSS Vendor Self Service (VSS)  
Guide**

# Vendor Self Service Overview

Welcome to the City of Bloomington Vendor Self Service (VSS). VSS gives you web-based access to your personal information and records. Purchase orders, invoices and accounts payable checks information are all available online. You also have the ability to update your profile, including address, contact information, and commodities information.

Before you can successfully use this feature:

- Access Vendor Self Service by going to [Vendor Self Service \(munisselfservice.com\)](http://munisselfservice.com)




Click Log in/Register as a user to begin using Vendor Self Service

## New Vendors/Users


Vendors who do not exist in our database, as well as existing vendors, must register to gain access to Vendor Self Service. The link to VSS


<https://cityofbloomingtonil.munisselfservice.com/vss/Vendors/default.aspx>


Select :Do not have an account? Sign up




Sign in to community access services for  
City of Bloomington.

 [Sign in with Google](#)

 [Sign in with Apple](#)

 [Sign in with Microsoft](#)

 [Sign in with Facebook](#)

OR

Email address

Keep me signed in


[Next](#)

[Unlock account?](#)

[Help](#)

Don't have an account? [Sign up](#)

Enter a valid email address, create a password, complete the first and last name (of user) information, and click Sign Up. The system will send a verification email to the supplied email address.



Sign up

Email

First name

Last name

Mobile phone Optional

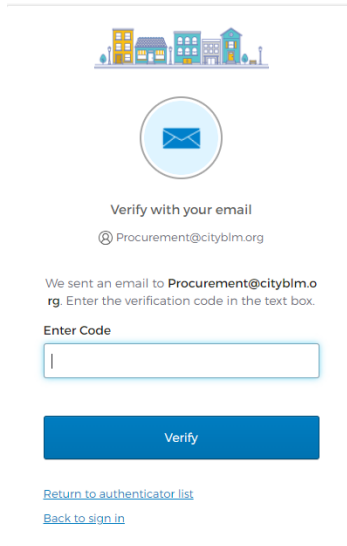
Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 10 passwords

[Sign Up](#)

Open the verification email and enter the verification code provided to complete the account verification process and return to VSS. Users cannot log in to VSS until they verify the account.



The image shows a verification email interface. At the top, there is a row of colorful house icons. Below that is a circular icon containing an envelope. The text reads: "Verify with your email" followed by the email address "Procurement@cityblm.org". A message states: "We sent an email to Procurement@cityblm.org. Enter the verification code in the text box." Below this is a text input field labeled "Enter Code" and a blue "Verify" button. At the bottom, there are two links: "Return to authenticator list" and "Back to sign in".

## Vendor Registration

Welcome to the City of Bloomington Vendor Self Service (VSS). VSS gives you web-based access to your personal information and records. Purchase orders, invoices and accounts payable checks information are all available online. You also have the ability to update your profile, including address, contact information, and commodities information.

### FOR NEW VENDORS:

If you are a new vendor, you must select the Create New Vendor Option. We must receive your W-9 prior to reviewing and validating your registration. Documents should be (W-9s, Certificates, etc.) attached using VSS. Upon review and validation of the information you have provided, the Procurement Office will set your record status to Active in VSS.

### FOR EXISTING VENDORS:

If you are an existing vendor, you can register and gain access by selecting Link to Existing. You must have your VSS vendor number in order to register to access your profile. You must obtain this number from the City of Bloomington. **Your Vendor ID is \_\_\_\_\_.** Please save this for your records.



## Welcome to Vendor Self Service



**No vendor information is linked to your account.**

In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

[Create New Vendor](#)

OR

[Link to Existing](#)

### Announcements

Welcome to Self Service for Business Vendors

## Linking to an Existing Enterprise ERP Vendor Record

Enter the vendor number the City has provided you and the federal identifier (FID) or Social Security number to search for your vendor record.

### Link to Existing Vendor



Enter the information below to search for an existing vendor.

Vendor Number	Vendor FIS/SSN
<input type="text"/>	<input type="text"/>

[Link to Existing](#)

## Creating a New Vendor Record

For New City Vendors, the Create New Vendor option provides Step 1 of the New Vendor Registration screen.



### New Vendor Registration

Your User ID and password have been successfully set. Please continue with the registration process.

#### Enter Vendor Registration Information

Step 1

##### Company Information

Company Name\*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

\*Vendor Type  
Select Type...

Foreign Entity

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

\*EMAIL

Website

DUNS

California Permit Number

##### Vendor Address

\*Address

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City \*

State \*

Zip Code \*

County

Geographic

Fax Number

##### Minority Business Enterprise

Minority Business Enterprise  
Minority Business Enterprise Classifications  
(select all that apply)

- AFRICAN AMERICAN
- ASIAN INDIAN
- ASIAN PACIFIC
- DISABLED VETERAN BUSINESS
- DISADVANTAGED BUSINESS ENTERPR

You must complete the required fields new vendor record.

## Company Information

The Company Information group of the New Vendor Registration page defines basic information about the vendor.

**Company Information**

Company Name\*  
CITY OF BLOOMINGTON

Line 2 (OPTIONAL)  
PROCUREMENT DIVISION

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

\*Vendor Type  
GOVERNMENT ENTITY

Foreign Entity

Send Accounts Payable checks to the above address

Send Purchase Orders to the above address

\*EMAIL  
PROCUREMENT@CITYBLM.ORG

Website  
WWW.CITYBLM.ORG

DUNS

California Permit Number

Field	Description
<b>Company Information</b>	
Company Name	Enter your name or business name. Sole Proprietor's shall enter They last name, first name
Line 2-Line 4	Stores additional vendor name or business name information, such as an address. These fields are optional.
Doing Business As (If Different from Above)	Indicates the vendor's doing business as (DBA) name, if applicable.
Vendor Type	Your organization must define one vendor type code in order to successfully register. If no vendor type codes exist, you cannot complete the registration process.
Foreign Entity	When selected, indicates that the vendor is a foreign entity.
Send Accounts Payable Checks to the Above Address	When selected, sends accounts payable (AP) checks to the address indicated on the previous lines in the Company Information group rather than the address in the Vendor Address group later.
Send Purchase Orders to the Above Address	When selected, sends purchase orders (POs) to the address indicated on the previous lines in the Company Information group rather than the address in the Vendor Address group.
Email	Contains your primary email address. It is the address to which all notifications and alerts are sent, such as registration confirmation messages or password hints. Additional email addresses for contacts are defined later in the registration process.
Website	Includes the URL for your website.
DUNS	Indicates the 9-digit Data Universal Numbering System (DUNS) number assigned to your organization, if applicable.
California Permit Number	Disregard

## Vendor Address

Page specifies your main address.

**Vendor Address**

\*Address

115 EAST WASHINGTON STEET

Line 2 (OPTIONAL)

SUITE ABC

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City \*

BLOOMINGTON

State \*

Illinois

Zip Code \*

61701

County

Geographic

IBLM - IN BLOOMINGTON IL

Country

Fax Number

Field	Description
<b>Vendor Address</b>	
Address Line 2 Line 3 Line 4	Enter the main address.
City	Specifies the city portion of the vendor's address.
State	Enter the appropriate two-letter state postal abbreviation code in this box.
Zip Code	Enter the appropriate ZIP Code
County	N/A
Country	Sets the country for addresses that are outside of the United States.
Geographic	Indicates the vendor's geographic code. The codes are defined in Enterprise ERP using the Accounts Payable Miscellaneous Codes program.
Fax Number	Enter fax number, if applicable.

## Minority Business Enterprise

The New Vendor Registration page contains a Minority Business Entity (MBE) section that must be completed by vendors that are designated as minority business enterprises. A minority business enterprise is typically defined as a business that is at least 51% owned and operated by a minority. These businesses are typically certified by a city, state, or federal agency.



**Minority Business Enterprise**

Minority Business Enterprise  
 Minority Business Enterprise Classifications  
 (select all that apply)

- AFRICAN AMERICAN
- ASIAN INDIAN
- ASIAN PACIFIC
- DISABLED VETERAN BUSINESS
- DISADVANTAGED BUSINESS ENTERPR
- General
- HISPANIC
- NATIVE AMERICAN
- SMALL DISADVANTAGED BUSINESS
- VETERAN OWNED
- WOMEN OWNED

Gender  
 Select Type... ▼

Ethnicity  
 Select Type... ▼

Field	Description
<b>Minority Business Enterprise</b>	
Minority Business Enterprise	Select if you're a minority business enterprise.
Minority Business Enterprise Classifications	Define which MBE classifications you possess. (Select All That Apply)
Gender / Ethnicity	N/A

**Federal Tax ID Number or Social Security Number, Payment Terms, and Bank Information**

The groups at the bottom of the New Vendor Registration page specify tax, payment, and banking information for the vendor. The FID or SSN must be a unique value that is not used by any other vendor profile, unless your organization has selected the Allow Duplicate FIDs/SSNs check box in the Accounts Payable program.

The Bank Information section does not display unless your VSS administrator has enabled entry of bank information on this page.

**Federal Tax ID Number or Social Security Number**

\*FID or SSN  
 FID  SSN

\*FID/SSN

\*Re-type FID/SSN

**Payment Terms**

Discount Percentage  Days to Discount  Days to Net

Your preferred payables delivery method(s).

Mail  Fax  E-Mail

Your preferred purchasing delivery method(s).

Mail  Fax  E-Mail

CONTINUE

CANCEL

Field	Description
<b>Federal Tax ID Number or Social Security Number</b> (The fields in this group are all required.)	
FID or SSN	Select whether a federal tax identification number or a Social Security number is appropriate
FID/SSN	Identifies the your federal tax identification number or Social Security number.
Re-type FID/SSN	Re-enter your FID or SSN to confirm the correct value.
<b>Payment Terms</b>	
Discount Percentage	Do Not Enter Anything in this box.
Days to Discount	Do Not Enter Anything in this box.
Days to Net	Indicates the number of days before requiring net payment.
Your Preferred Payables Delivery Method & Purchasing Delivery Method	Please select Mail and E-Mail for both options

Click Continue to progress to Step 2 on the New Vendor Registration page.

Click the Add link in the Addresses group to display the General Vendor Contacts screen for adding remit address information IF this is applicable. If you don't have additional remit addresses, just select continue.

After completing the fields, click Save at the bottom of the page. VSS saves the entered information and returns to the Step 2 screen, summarizing the entered information.

### New Vendor Registration

#### Address information

##### Addresses

[add](#)

Name/DBA	Address	Is Default	
City of bloomington procurement division	109 EAST OLIVE STREET SUITE ABC BLOOMINGTON IL 61701 Fax #:	Y	<a href="#">change</a>

Continue

Click Continue to progress to the screen for defining vendor contacts. Complete fields and select save. Complete the fields and click Save. VSS saves the entered information and returns to the Step 3 screen, summarizing the entered information.

### New Vendor Registration

#### General Vendor Contacts

Contact Person

\* Contact Type

ACCOUNTS PAYABLE - Accounts Payable Contacts

\* Name

FIRST LAST

Description

ACCOUNTS PAYABLE

\* Phone

3094342233

Text

Opt in

Fax:

\* E-mail

ACCOUNTSPAYABLE@CITYBLM.ORG

Save



Cancel

Click New Contact to add a new vendor contact or continue to move to Step 3.

### New Vendor Registration

#### General Vendor Contacts


##### Address Contacts

Type	Name	Description	Email	Telephone
ACCOUNTS PAYABLE - Accounts Payable Contacts	JANE DOE	ACCOUNTS PAYABLE CLERK	ACCOUNTSPAYABLE@CITYBLM.ORG	Phone: 309-333-1234 Text:  Fax:
ACCOUNTS PAYABLE - Accounts Payable Contacts	FIRST LAST	ACCOUNTS PAYABLE	ACCOUNTSPAYABLE@CITYBLM.ORG	Phone: 3094342233 Text:  Fax:

Continue

New Contact

You may search and the Select related Commodities you are associated with or select Continue to skip.

 **City of Bloomington ILLINOIS**

Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.

Keyword(s) or commodity code(first 3 or more digits)  **Search**

[List all commodities/services](#)

**280 Found** | 1-10 | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

<a href="#">Select All</a>	Code	Description
<input type="checkbox"/>	200	ABRASIVE PRODUCTS
<input type="checkbox"/>	201	ADHESIVES, COMPOUNDS, GLUES
<input type="checkbox"/>	202	AMBULANCE EQUIPMENT
<input type="checkbox"/>	203	ANIMAL CARE SERVICES & SUPPLIES
<input type="checkbox"/>	204	AQUARIUMS & MARINE LIFE SUPPLIES
<input type="checkbox"/>	205	ATHLETIC FIELD MAINTENANCE
<input type="checkbox"/>	206	AUDIO/VISUAL EQUIPMENT & SERVICES
<input type="checkbox"/>	244	PARKS
<input type="checkbox"/>	S100	CONDUIT SEWER & CULVERT
<input type="checkbox"/>	P209	POROUS GRANULAR BACKFILL

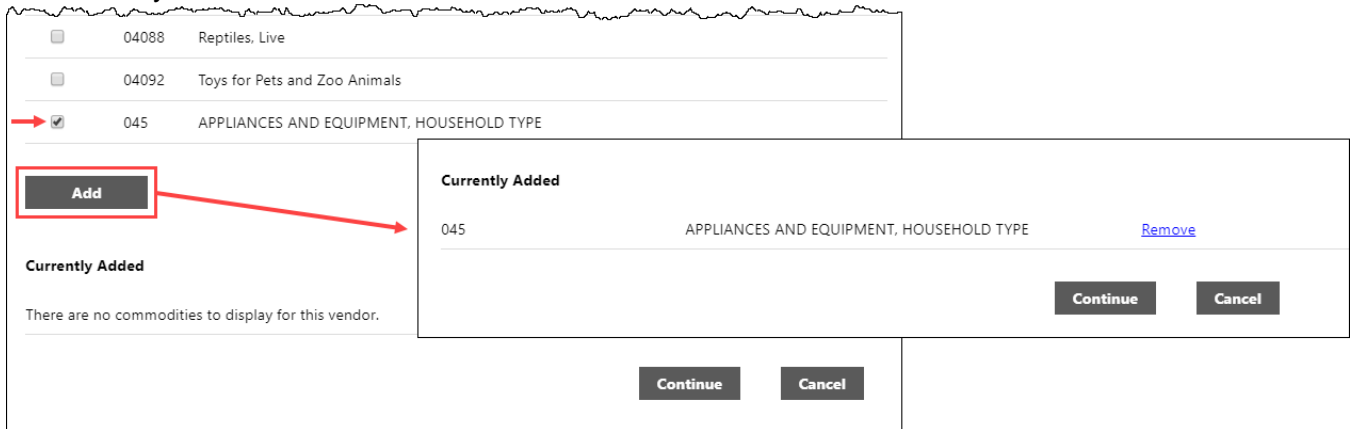
**Add**

**Currently Added**

There are no commodities to display for this vendor.

**Continue** **Cancel**

Enter keywords or commodity codes in the Search box to refine the list of provided codes. Select the check box for each commodity code, and click Add to associate the selected commodity codes with your account.



The screenshot shows a list of commodity codes with checkboxes. The code 045, 'APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE', is selected. A red arrow points from the 'Add' button to a 'Currently Added' modal window. The modal shows the selected code and description, with a 'Remove' link and 'Continue'/'Cancel' buttons. The main interface also has 'Continue' and 'Cancel' buttons at the bottom.

<input type="checkbox"/>	04088	Reptiles, Live
<input type="checkbox"/>	04092	Toys for Pets and Zoo Animals
<input checked="" type="checkbox"/>	045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

**Add**

**Currently Added**

There are no commodities to display for this vendor.

**Currently Added**

045 APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE [Remove](#)

**Continue** **Cancel**

**Continue** **Cancel**

Use the Remove option to delete any currently associated commodity codes.

Click Continue to progress to the next step to review the entered information prior to submitting your registration.

You must attached your completed and signed W-9 form at this time. If you are electing to receive payment via EFT then the completed City EFT form must also be attached. Attach these documents in Vendor Attachment.

Step 5

### New Vendor Registration

**Review**

Please check that the information below is correct. Make changes if necessary, then click on "Register."

**General Information** [change](#)

<b>Name/DBA</b>	City of bloomington procurement division
<b>Entity</b>	
<b>Address</b>	115 EAST WASHINGTON STREET SUITE 403 BLOOMINGTON, IL 61701 United States
<b>Fax Number</b>	
<b>FID</b>	11-111111
<b>Geographic</b>	ILBM - IN BLOOMINGTON IL
<b>E-Mail</b>	PROCUREMENT@CITYBLM.ORG
<b>Web Site</b>	WWW.CITYBLM.ORG
<b>Vendor Type</b>	GOV GOVERNMENT ENTITY
<b>Gender</b>	
<b>Ethnicity</b>	
<b>Foreign Entity</b>	No

**Terms** [change](#)

<b>Discount Percentage</b>	0
<b>Days to Discount</b>	0
<b>Days to Net</b>	60

---

**Address Information** [change](#)

Name/DBA	Address	Default
City of bloomington procurement division	109 EAST OLIVE STREET SUITE ABC BLOOMINGTON, IL 61701 Fax:	Y

---

**Accounts Contacts** [change](#)

Type	Name	Description	Email	Phone	Text	Fax
ACCOUNTS PAYABLE - Accounts Payable Contacts	JANE DOE	ACCOUNTS PAYABLE CLERK	ACCOUNTSPAYABLE@CITYBLM.ORG	309-333-1234		
ACCOUNTS PAYABLE - Accounts Payable Contacts	FIRST LAST	ACCOUNTS PAYABLE	ACCOUNTSPAYABLE@CITYBLM.ORG	3094342233		

---

**Commodities** [change](#)

---

**Attachments**

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	<a href="#">Attach</a>
default	Vendor Attachment		(0)	<a href="#">Attach</a>

# Attachments

## Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) <b>Attach</b>
W-9	Please attach your W-9		(0) <b>Attach</b>
default	Vendor Attachment		(0) <b>Attach</b>

Choose File No file chosen Type: General ▾

**Save** **Cancel**

Click Register to complete the registration. You must click the Register option only once and remain on the page. If the registration is successful, VSS provides a Registration Confirmation page.

**Accounts Contacts**

Type	Name	Description	Email	Phone	Text	Fax
ACCOUNTS PAYABLE - Accounts Payable Contacts	JANE DOE	ACCOUNTS PAYABLE CLERK	ACCOUNTSPAYABLE@CITYBLM.ORG	309-333-1234		
ACCOUNTS PAYABLE - Accounts Payable Contacts	FIRST LAST	ACCOUNTS PAYABLE	ACCOUNTSPAYABLE@CITYBLM.ORG	309342333		

**Attachments**

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) <b>Attach</b>
default	Vendor Attachment		(0) <b>Attach</b>

**Register** **Cancel**

(Only click Register once. If you are having trouble, click your browser's Back or Refresh button.)

## New Vendor Registration Registration Confirmation

Registration has been completed. You will be contacted when your information has been reviewed.

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

Newly registered vendors only have access to the Home, Vendor Self Service, and Vendor Information tabs. The City must grant the vendor access to additional options once the registration has been review, all required forms received and approved.

# 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.

<b>Print or type.</b>	<b>See Specific Instructions on page 3.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
		<b>2</b> Business name/disregarded entity name, if different from above	
		<b>3</b> 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.  <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  <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.  <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
		<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
		<b>6</b> City, state, and ZIP code	
		<b>7</b> 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.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**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 Pub. 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 24% 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 instructions for Part II 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*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## 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*, later, 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 (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a 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 on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on 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 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> 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. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## 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.

If you are a single-member LLC that is disregarded as an entity separate from its owner, 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 *What Name and Number To Give the Requester*, later, 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](http://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](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

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 item 1, 4, or 5 below indicates 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), ABLE accounts (under section 529A), 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) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. 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:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. 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
15. 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

<sup>1</sup> 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.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> 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.

<sup>4</sup> 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*, earlier.

\*Note: The 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 Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic 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](mailto: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](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) 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.



**AUTHORIZATION AGREEMENT FOR ELECTRONIC FUNDS TRANSFER  
(EFT)**

I hereby authorize the City of Bloomington, Illinois, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

DEPOSITORY (BANK) NAME: \_\_\_\_\_

DEPOSITORY (BANK) ADDRESS: \_\_\_\_\_

BANK ROUTING/ABA NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

ACCOUNT (COMPANY) NAME: \_\_\_\_\_

This authority is to remain in full force and effect until the City of Bloomington has received written notification from me of its termination in such a time and manner as to afford the City of Bloomington a reasonable opportunity to act on it.

\_\_\_\_\_ This represents **setup** authorization

\_\_\_\_\_ This represents a **change** of previously authorized information

\_\_\_\_\_  
AUTHORIZED ACCOUNT SIGNATORY NAME (Please Print)

\_\_\_\_\_  
CONTACT PHONE NUMBER

\_\_\_\_\_  
EMAIL FOR EFT NOTIFICATION

\_\_\_\_\_  
SIGNATURE\* DATE

\*NOTE: Occasionally certain payments to you may be used by the City of Bloomington to acquire reimbursements from the third party such as the Federal government. By signing this agreement, you agree, upon our request, to provide a notarized letter, which is an acceptable proof of payment, noting the time of service, payment amount and project, if any.

This form must be attached in the Vendor Self Service Portal  
<https://cityofbloomingtonil.munisselfservice.com/vss/Vendors/default.aspx> or mailed by Certified Mail to:

City of Bloomington  
Attn: Procurement Division  
115 E. Washington Street  
Bloomington, IL 61701