



ENUMCLAW FIRE DEPARTMENT
1330 Wells Street Enumclaw, WA 98022
Phone: (360) 825-5544 Fax: (253) 856-6541
Email: EFD@EnumclawFire.org
www.enumclawfire.org

Dear Contractor/Vendor,

RCW 52.14.110 Purchases and public works, requires the Fire District to maintain vendor rosters for small works, consultants, and general purchases vendors.

Enumclaw Fire Department has transitioned our Small Public Works Roster, Consultant Roster, and Vendor List Roster to the MRSC Rosters shared online database. To be eligible to work on projects using the roster process and be one of our suppliers, you are required to register for FREE at www.mrscrosters.org, click on the blue Business Membership button on the right, create an account and select Enumclaw Fire Department in your account. If you are already a member of MRSC Rosters, simply just select Enumclaw Fire Department in your account.

For registration questions, please contact MRSC Rosters at mrscrosters@mrsc.org or 206-436- 3798. If you have questions about Enumclaw Fire Department projects, contact us directly at EFD@EnumclawFire.org

We appreciate the goods and services you provide and look forward to working with you.

Respectfully,

Ashley Van Dam

Office Manager



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VENDOR NOTICE

The Internal Revenue Code requires the Enumclaw Fire Department to furnish information returns, Form 1099, to every person or business other than a corporation to whom the District has paid \$600 or more for goods or services during the calendar year.

Please complete, sign, and return the enclosed Vendor Form so that we may update our records with the correct business information. Make sure to complete each section of the entire form, incomplete forms will not be accepted.

The District is required by Federal Law to obtain the Federal Taxpayer Identification number for each vendor with whom we do business. If this number is not provided, the District is required by Federal Law to withhold taxes at the rate of 31% on all future payments to the vendor. In addition, the IRS could also provide penalties against any vendor not providing this information.

Thanks for your promptness, if you have any questions feel free to call me at (360) 825-5544.

Respectfully,

Ashley Van Dam
Office Manager

Enumclaw Fire Department

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Billing: Enumclaw Fire Department
1330 Wells St
Enumclaw, Wa 98022
OR
Email: EFD@EnumclawFire.org

Shipping: Enumclaw Fire Department
1330 Wells St
Enumclaw, Wa 98022

VENDOR SET-UP FORM

Please fill out completely. An incomplete form will create a delay in our payment(s) to you and your payments(s) could be subject to the IRS required back up withholding.

NAME (Associated with Federal Tax ID Number)

PAYEE NAME (if different than Tax ID Name)

BUSINESS ADDRESS

PAYMENT ADDRESS

CITY STATE ZIP CODE

CITY STATE ZIP CODE

PHONE NUMBER / FAX NUMBER

EMAIL ADDRESS

Vendor Type: Check the appropriate box

- Corporation Partnership Individual/Sole Proprietor Non-Profit Other _____
 LLC _____ (if LLC please, provide your tax classification (C= C Corporation, S= S Corporation, P= Partnership))

Check One: This business is: **(Please complete entire section)**

- Minority Owned Women Owned Both Minority and Women Owned Neither
Do you pay sales tax to the State of Washington? Yes No

Check One: This business is **EXEMPT** from Form 1099 reporting?

Yes No

Check here If **EXEMPT** from Form 1099 reporting, check your qualifying exemption reason below:

1. Corporation, except there is not exemption for medical and healthcare payments or payments for legal services
 2. Tax Exempt Charity under 501(a), or IRA
 3. The United States or any of its agencies or instrumentalities
 4. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions
 5. A foreign government or any of its political subdivisions

Payment Terms: **NET 30**

Social Security #

Or Federal TIN:

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.
3. I am a U.S. citizen or other U.S. person (as defined in W9 general instructions).

The Internal Revenue Service does not require your consent to any provisions of this document other than the certifications required to avoid backup withholding.

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.

Sign Here

Signature ➤

Date ➤