



Town of Glastonbury

2155 MAIN STREET • P.O. BOX 6523 • GLASTONBURY, CONNECTICUT 06033-6523

Dear Vendor:

In order to comply with the Internal Revenue Code (IRC) we are required to have your taxpayer information on file (Section 6109 of the IRC). Even if you are a corporation, tax-exempt organization, government agency or other exempt payee, this information is still required. Please complete the form below or attach a W-9 and return or fax back the data requested. Failure to comply with this request will result in non-payment and/or removal from our vendor file. **INCORRECT TAX REPORTING MAY ALSO OCCUR.**

Thank you for your cooperation in this important matter.

Very truly yours,

Mary F. Visone
Purchasing Agent

Vendor Name _____

Mailing Address _____

Remittance Address _____

Telephone # _____ Fax # _____

Federal Tax Identification # _____

Or

Social Security Number _____

PLEASE CHECK APPLICABLE SPACES BELOW:

Are you a Corporation? _____ Partnership? _____ Sole Proprietor? _____

Non-Profit? _____ Other (please specify) _____

Do you provide a product? _____ Service _____ Both? _____

SHOULD YOU BE ISSUED A 1099? YES _____ NO _____

NOTE: IF YOU ARE NOT A CORPORATION OR A NON-PROFIT ORGANIZATION AND YOU PROVIDE A SERVICE, PLEASE CHECK 1099 "YES". A 1099 WILL BE ISSUED ONLY WHEN \$600 OR MORE IS EARNED.

TELEPHONE #(860) 652-7588

FAX # (860) 652-7590

(Rev 3/99)