



# BLOUNT COUNTY

## Purchasing Department

Blount County Courthouse  
 385 Court Street  
 Maryville, TN 37804  
 Telephone: (865)273-5740  
 Fax: (865)273-5746

### BIDDER'S MAILING LIST APPLICATION

<input type="checkbox"/> New Application	<input type="checkbox"/> Add Commodities	<input type="text"/> Federal I.D. # or Social Security #:	<input type="text"/> Date
<input type="checkbox"/> Name and/or Address Change	<input type="checkbox"/> Delete Commodities		
1. Applicant's Name and Mailing Address for Bidding Forms and Purchase Orders:		2. Mailing Address for Payments (if different from item 1):	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
3. Type of Organization (Check One):		Telephone Number:	
<input type="checkbox"/> Individual:	<input type="checkbox"/> Partnership:	<input type="checkbox"/> Non-Profit Organization	
<input type="checkbox"/> Corporation, Incorporated Under Laws of the State of:			
If a Corporation or Partnership, Please Complete REVERSE SIDE of Form:			
4. How Long in Present Business?			
5. Persons Authorized to Sign Bids, Offers and Contracts (Indicate if Agent):			
Name	Official Capacity	Telephone # (Include Area Code)	
6. Persons to Contact on Bids or Quotes:			
Name	Official Capacity	Telephone # (Include Area Code)	
7. Type of Business:			
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Factory Representative	<input type="checkbox"/> Wholesale Dealer	<input type="checkbox"/> Retail Dealer
Construction: <input type="checkbox"/> Unlimited Contractor <input type="checkbox"/> Limited Constructor			
Service Establishment — Define:			
Other — Define:			
I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services to any agency thereof.		<b>THIS SPACE FOR USE BY AGENCY</b>	
		VENDOR NO.	
		ACCEPTANCE DATE:	
_____ SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION		BY:	
_____ NAME AND TITLE OF PERSON SIGNING (Please type or print)			

**Corporations and Partnerships — Please Supply the Following Information:**

**President:**

**Secretary:**

**Vice President:**

**Treasurer:**

**Owners or Partners:**

**Dun & Bradstreet Rating (If Available):**

**Affiliates of Applicant (Names, Locations and Nature of Affiliation):**

## **GENERAL INFORMATION**

**Persons or concerns interested in being added to the County of Blount's vendor's mailing list must file this application with the Purchasing Department.**

**Upon receipt of this form, the supplier must indicate the specific items it can supply and return these lists to the County of Blount Purchasing Department.**

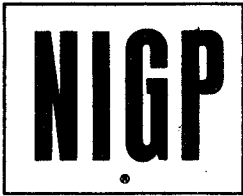
**After placement on the bidder's mailing list, a supplier's failure to respond (submission of bid, or notice in writing that you are unable to bid on a particular transaction but wish to remain on the active bidder's mailing list for that particular item) to invitations for Bids, Requests for Proposals or Requests for Quotations will be understood by the County of Blount to indicate lack of interest and concurrence in the removal of the supplier's name from the bidder's mailing list for the items concerned.**

**Please notify the County of Blount Purchasing Department immediately of any changes. This includes change of name, address or telephone number, changes in personnel listed on this application, and addition or deletion of items you are interested in providing.**

### **DEFINITIONS RELATED TO ITEM 8:**

**Owners:** Those persons or concerns having a financial interest of five percent (5%) or greater.

**Affiliates:** Business concerns are affiliates of each other when either directly or indirectly (a) one concern controls or has the power to control the other, or (b) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate facts including common ownership, common management, and contractual relationship.



# NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING, INC.

115 HILLWOOD AVENUE • FALLS CHURCH, VIRGINIA 22046 • (703) 533-7300

## COMMODITY LIST

Please place a checkmark (✓) by the class(es) you are interested in supplying.

- \_\_\_005 Abrasives
- \_\_\_010 Acoustical Tile, Insulating Materials, and Supplies
- \_\_\_015 Addressing, Copying, Mimeograph, and Spirit Duplicating Machine Supplies: Chemicals, Inks, Paper, etc.
- \_\_\_020 Agricultural Equipment, Implements, and Accessories
- \_\_\_022 Agricultural Implement and Accessory Parts
- \_\_\_025 Air Compressors and Accessories
- \_\_\_031 Air Conditioning, Heating, and Ventilating: Equipment, Parts and Accessories (See Related Items in Class 740)
- \_\_\_035 Aircraft and Airport, Equipment, Parts, and Supplies
- \_\_\_040 Animals, Live: Bees, Dogs, Fish, Livestock, and Poultry
- \_\_\_045 Appliances and Equipment, Household Type
- \_\_\_050 Art Equipment and Supplies
- \_\_\_052 Art Objects
- \_\_\_055 Automotive Accessories: Automobiles, Buses, Trucks, etc.
- \_\_\_060 Automotive Maintenance Items and Repair/Replacement Parts
- \_\_\_065 Automotive Bodies, Accessories, and Parts
- \_\_\_070 Automotive Vehicles and Related Transportation Equipment
- \_\_\_075 Automotive Shop Equipment and Supplies
- \_\_\_080 Edges, Emblems, Name Tags and Plates, Jewelry, etc.
- \_\_\_085 Bags, Bagging, Ties, and Erosion Control Equipment
- \_\_\_090 Bakery Equipment, Commercial
- \_\_\_095 Barber and Beauty Shop Equipment and Supplies
- \_\_\_100 Barrels, Drums, Kegs, and Containers
- \_\_\_105 Bearings (Except Wheel Bearings and Seals—See Class 060)
- \_\_\_110 Belts and Belting: Conveyor, Elevator, Power Transmission, and V-Belts
- \_\_\_115 Biochemicals, Research
- \_\_\_120 Boats, Motors, and Marine and Wildlife Supplies
- \_\_\_125 Bookbinding Supplies
- \_\_\_135 Bricks and Other Clay Products, Refractory Materials, and Stone Products
- \_\_\_140 Broom, Brush, and Mop Manufacturing Machinery and Supplies
- \_\_\_145 Brushes (Not Otherwise Classified)
- \_\_\_150 Builder's Supplies
- \_\_\_155 Buildings and Structures: Fabricated and Prefabricated
- \_\_\_160 Butcher Shop and Meat Processing Equipment
- \_\_\_165 Cafeteria and Kitchen Equipment, Commercial
- \_\_\_175 Chemical Laboratory Equipment and Supplies
- \_\_\_180 Chemical Raw Materials (In Large Quantities Primarily for Manufacturing Janitorial and Laundry Products)
- \_\_\_190 Chemicals and Solvents, Commercial (In Bulk)
- \_\_\_192 Cleaning Compositions, Detergents, Solvents, and Strippers—Prepackaged
- \_\_\_193 Clinical Laboratory Reagents and Tests (Blood Grouping, Diagnostic, Drug Monitoring, etc.)
- \_\_\_195 Clocks, Timers, Watches, and Jewelers' and Watchmakers' Tools and Equipment
- \_\_\_200 Clothing, Apparel, Uniforms, and Accessories
- \_\_\_205 Computers and Information Processing Systems: Hardware, Software, Peripherals, Accessories, Supplies, Related Materials
- \_\_\_210 Concrete and Metal Culverts, Piling, Pipe, Septic Tanks, Accessories and Supplies
- \_\_\_220 Controlling, Indicating, Measuring, Monitoring, and Recording Instruments and Supplies
- \_\_\_225 Coolers, Drinking Water
- \_\_\_232 Crafts, General
- \_\_\_233 Crafts, Specialized
- \_\_\_240 Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, and Supplies
- \_\_\_245 Dairy Equipment and Supplies
- \_\_\_250 Data Processing Cards and Paper
- \_\_\_255 Decals and Stamps
- \_\_\_260 Dental Equipment and Supplies
- \_\_\_265 Draperies, Curtains, and Upholstery Material (Including Automobile)
- \_\_\_270 Drugs, Pharmaceuticals and Biologicals (For Human Therapeutic Use)
- \_\_\_271 Drugs, Pharmaceuticals, and Sets (For Large-Volume Parenteral Administration, Infusion, Irrigation, and Tube Feeding)
- \_\_\_280 Electrical Cables and Wires (Not Electronic)
- \_\_\_285 Electrical Equipment and Supplies (Except Cable and Wire)
- \_\_\_287 Electronic Components, Replacement Parts, and Accessories: and Miscellaneous Electronic Equipment (Not for Testing or Analyzing—See Class 730)
- \_\_\_290 Energy Collecting Equipment and Accessories: Solar and Wind
- \_\_\_295 Elevators, Building Type
- \_\_\_300 Embossing and Engraving
- \_\_\_305 Engineering Equipment, Surveying Equipment, Drawing Instruments, and Supplies
- \_\_\_310 Envelopes, Plain or Printed
- \_\_\_315 Epoxy Based Formulations for Adhesives, Coatings, and Related Agents
- \_\_\_318 Fare Collection Equipment and Supplies
- \_\_\_320 Fastening, Packaging, Strapping, Tying Equipment and Supplies
- \_\_\_325 Feed, Bedding, Vitamins and Supplements for Animals
- \_\_\_330 Fencing
- \_\_\_335 Fertilizers and Soil Conditioners
- \_\_\_340 Fire Protection Equipment and Supplies
- \_\_\_345 First Aid and Safety Equipment and Supplies (Except Nuclear and Welding)
- \_\_\_350 Flags, Flag Poles, Banners, and Accessories
- \_\_\_360 Floor Covering, Floor Covering Installation and Removal Equipment, and Supplies
- \_\_\_365 Floor Maintenance Machines, Parts, and Accessories
- \_\_\_370 Food Processing and Canning Equipment and Supplies
- \_\_\_375 Foods: Bakery Products (Fresh)
- \_\_\_380 Foods: Dairy Products (Fresh)
- \_\_\_385 Foods: Freeze-Dried, Frozen, and Prepared Ready-to-Eat
- \_\_\_390 Foods: Perishable
- \_\_\_393 Foods: Staple Grocery and Grocer's Miscellaneous Items
- \_\_\_395 Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, and Folders for Forms
- \_\_\_400 Foundry Castings, Equipment, and Supplies
- \_\_\_405 Fuel, Oil, Grease and Lubricants
- \_\_\_410 Furniture: Health Care and Hospital Facility
- \_\_\_415 Furniture: Laboratory
- \_\_\_420 Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School
- \_\_\_425 Furniture: Office
- \_\_\_430 Gases, Containers, Equipment: Laboratory, Medical, and Welding
- \_\_\_435 Germicides, Cleaners, and Related Sanitation Products for Health Care Personnel
- \_\_\_440 Glass and Glazing Supplies
- \_\_\_445 Hand Tools (Powered and Non-Powered), Accessories and Supplies
- \_\_\_450 Hardware and Related Items
- \_\_\_460 Hose, Accessories, and Supplies: Industrial, Commercial, and Garden
- \_\_\_465 Hospital and Surgical Equipment, Instruments, and Supplies
- \_\_\_470 Hospital Equipment and Supplies: Mobility, Speech Impaired, and Restraint Items
- \_\_\_475 Hospital, Surgical, and Related Medical Accessories and Sundry Items
- \_\_\_485 Janitorial Supplies, General Line
- \_\_\_490 Laboratory Equipment and Accessories (For General Analytical and Research Use): Nuclear, Optical, and Physical
- \_\_\_493 Laboratory Equipment and Accessories: Biochemistry, Chemistry, Environmental Science, etc.
- \_\_\_495 Laboratory and Field Equipment and Supplies: Biology, Botany, Geology, Microbiology, Zoology, etc.
- \_\_\_500 Laundry and Dry Cleaning Equipment, Accessories, Parts and Supplies—Commercial

- \_\_\_505 Laundry and Dry-Cleaning Compounds and Supplies
- \_\_\_510 Laundry Textiles and Supplies
- \_\_\_515 Lawn Maintenance Equipment, Accessories, and Parts (Non-Agricultural Applications)
- \_\_\_520 Leather and Related Equipment, Products, Accessories and Supplies
- \_\_\_525 Library and Archival Equipment, Machines, and Supplies
- \_\_\_530 Luggage, Brief Cases, Purses and Related Items
- \_\_\_540 Lumber and Related Products
- \_\_\_545 Machinery and Hardware, Industrial
- \_\_\_550 Markers, Plaques, Signs, and Traffic Control Devices
- \_\_\_555 Marking and Stenciling Devices
- \_\_\_556 Mass Transportation—Transit Bus
- \_\_\_557 Mass Transportation—Transit Bus Accessories and Parts
- \_\_\_558 Mass Transportation—Rail Vehicles and Systems
- \_\_\_559 Mass Transportation—Rail Vehicle Parts and Accessories
- \_\_\_560 Material Handling and Storage Equipment and Allied Items
- \_\_\_565 Mattress Manufacturing Machinery and Supplies
- \_\_\_570 Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing, and Fabricated Items
- \_\_\_575 Microfiche and Microfilm Equipment, Accessories, and Supplies
- \_\_\_578 Miscellaneous Products
- \_\_\_580 Musical Instruments, Accessories, and Supplies
- \_\_\_590 Notions and Related Sewing Accessories and Supplies
- \_\_\_595 Nursery Stock, Equipment, and Supplies
- \_\_\_600 Office Machines, Equipment, and Accessories
- \_\_\_605 Office Mechanical Aids, Small Machines, and Apparatuses
- \_\_\_610 Office Supplies: Carbon Paper and Ribbons, All Types
- \_\_\_615 Office Supplies, General
- \_\_\_620 Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc
- \_\_\_625 Optical Equipment, Accessories, and Supplies
- \_\_\_630 Paint, Protective Coatings, Varnish, Wallpaper, and Related Products
- \_\_\_635 Painting Equipment and Accessories
- \_\_\_640 Paper and Plastic Products, Disposable
- \_\_\_645 Paper (For Office and Print Shop Use)
- \_\_\_650 Park, Playground, and Swimming Pool Equipment
- \_\_\_655 Photographic Equipment and Supplies (Not Including Graphic Arts, Microfilm, and X-Ray)
- \_\_\_660 Pipes, Tobaccos, and Smoking Accessories
- \_\_\_665 Plastics, Resins, Fiberglass: Forming, Laminating, and Molding Equipment, Accessories, and Supplies
- \_\_\_670 Plumbing Equipment, Fixtures, and Supplies
- \_\_\_675 Poisons: Agricultural and Industrial
- \_\_\_680 Police Equipment and Supplies
- \_\_\_685 Poultry Equipment and Supplies
- \_\_\_700 Printing Plant Equipment and Supplies (Except Papers)
- \_\_\_705 Printing Preparations: Etching, Photoengraving, Typesetting, and Preparing Mats, Negatives, and Plates
- \_\_\_710 Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, etc
- \_\_\_715 Publications and Audiovisual Materials (Prepared Materials Only, Not Equipment, Supplies, or Production)
- \_\_\_720 Pumping Equipment and Accessories
- \_\_\_725 Radio Communication, Telephone, and Telecommunication Equipment, Accessories, and Supplies
- \_\_\_730 Radio Communication and Telecommunication Testing, Measuring, and Analyzing Equipment, Accessories and Supplies
- \_\_\_735 Rags, Shop Towels, and Wiping Cloths
- \_\_\_740 Refrigeration Equipment and Accessories
- \_\_\_745 Road and Highway Building Materials (Asphaltic)
- \_\_\_750 Road and Highway Building Materials (Not Asphaltic)
- \_\_\_755 Road and Highway Equipment and Parts: Asphalt and Concrete Handling and Processing
- \_\_\_760 Road and Highway Equipment: Earth Handling, Grading, Moving, Packing, etc
- \_\_\_765 Road and Highway Equipment (Except Asphalt, Concrete, and Earth Handling Equipment in Classes 755 and 760)
- \_\_\_770 Roofing (Except Wood—See Class 540)
- \_\_\_775 Salt (Sodium Chloride) (Except Table—See Class 393)
- \_\_\_780 Scales and Weighing Apparatus (See 175-08 for Laboratory Balances)
- \_\_\_785 School Equipment and Supplies
- \_\_\_790 Seed, Sod, Soil, and Inoculants
- \_\_\_795 Sewing Room and Textile Machinery, and Accessories
- \_\_\_800 Shoes and Boots
- \_\_\_803 Sound Systems, Components, and Accessories: Group Intercom, Music, Public Address, etc.
- \_\_\_805 Sporting and Athletic Goods
- \_\_\_810 Spraying Equipment (Except Household, Nursery Plant, and Paint)
- \_\_\_815 Steam and Hot Water Fittings, Accessories, and Supplies
- \_\_\_820 Steam Boilers, Steam Heating, and Power Plant Equipment
- \_\_\_825 Stockman Equipment and Supplies
- \_\_\_830 Tanks (Metal, Wood, and Synthetic Materials): Mobile, Portable, and Stationary
- \_\_\_832 Tape (Not Data Processing, Measuring, Optical, Sewing, Sound, or Video)
- \_\_\_840 Television Equipment and Accessories
- \_\_\_845 Testing Apparatus and Instruments (Not for Electrical or Electronic Measurements)
- \_\_\_850 Textiles, Fibers, Household Linens, and Piece Goods
- \_\_\_855 Theatrical Equipment and Supplies
- \_\_\_860 Tickets, Coupon Books, Sales Books, Script Books, etc.
- \_\_\_863 Tires and Tubes
- \_\_\_864 Train Controls, Electronic
- \_\_\_865 Twine
- \_\_\_870 Venetian Blinds, Awnings, and Shades
- \_\_\_875 Veterinary Equipment and Supplies
- \_\_\_880 Visual Education Equipment and Supplies (Except Projection Lamps—See Class 285)
- \_\_\_885 Water Treating Chemicals
- \_\_\_890 Water Supply and Sewage Treatment Equipment (Not for Air Conditioning, Steam Boiler, or Laboratory Reagent Water)
- \_\_\_895 Welding Equipment and Supplies
- \_\_\_898 X-Ray and Other Radiological Equipment and Supplies (Medical)
- \_\_\_905 Aircraft Operations Services
- \_\_\_906 Architect-Engineer and Other Professional Design Services (For Construction Coverage See Public Works, Class 968)
- \_\_\_908 Bookbinding, Rebinding, and Repairing
- \_\_\_910 Building Maintenance and Repair Services
- \_\_\_915 Communications and Media Related Services
- \_\_\_920 Data Processing Services and Software
- \_\_\_924 Educational Services
- \_\_\_929 Equipment Maintenance, Reconditioning, and Repair Services—Agricultural, Automotive, Heavy Industrial Equipment, and Marine Equipment
- \_\_\_931 Equipment Maintenance, Reconditioning, and Repair Services—Appliance, Athletic, Cafeteria, Furniture, Musical Instruments, and Sewing Equipment
- \_\_\_934 Equipment Maintenance: Reconditioning, and Repair Services—Laundry, Lawn, Painting, Plumbing, and Spraying Equipment
- \_\_\_936 Equipment Maintenance, Reconditioning, and Repair Services—General Equipment
- \_\_\_938 Equipment Maintenance, Reconditioning, and Repair Services—Hospital, Laboratory, and Testing Equipment
- \_\_\_939 Equipment Maintenance, Reconditioning, and Repair Services—Office, Photographic, and Radio Television Equipment
- \_\_\_946 Financial Services
- \_\_\_948 Health Related Services (Not Including Human Services)
- \_\_\_952 Human Services
- \_\_\_954 Laundry and Dry Cleaning Services
- \_\_\_956 Library Services (Excluding Class 908—Bookbinding, Rebinding, and Repairing)
- \_\_\_961 Miscellaneous Professional Services
- \_\_\_962 Miscellaneous Services
- \_\_\_964 Personnel, Temporary (Employment Agency Services)
- \_\_\_966 Printing, Publishing, Silk Screening Production, and Typesetting
- \_\_\_968 Public Works, Construction, and Related Services
- \_\_\_971 Real Property Rental or Lease
- \_\_\_975 Rental or Lease Services of Equipment—Agricultural, Aircraft, Automotive Heavy Equipment, and Marine Equipment
- \_\_\_977 Rental or Lease Services of Equipment—Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing, and Window and Floor Coverings
- \_\_\_979 Rental or Lease Services of Equipment—Engineering, Hospital, Laboratory, Precision Instruments, Refrigeration, Scaffolds, and Testing Equipment
- \_\_\_981 Rental or Lease of Equipment—General Equipment
- \_\_\_983 Rental or Lease Services of Equipment—Janitorial, Laundry, Lawn, Painting, Spraying, and Textile Equipment
- \_\_\_985 Rental or Lease Services of Equipment—Office, Photographic, Printing, Radio/Television/Telephone Equipment
- \_\_\_988 Roadside, Grounds, and Park Area Services
- \_\_\_990 Security, Fire, Safety, and Emergency Services

*A Non-Profit Educational and Technical Organization of Governmental Purchasing Agencies*

FOUNDED IN 1944

*Blount County Government  
Account and Budgeting  
341 Court Street  
Maryville TN 37804  
(865) 273-5716*

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*The IRS has advised us that we must have a W-9 form on file for all vendors of Blount County Government. Please complete the attached form and return to our office within 7 business days. Failure to comply may put your company on an inactive vendor list.*

- Type or print legibly your company information*
- Fill out completely, including a contact name and number (required by Taxpayer Bill of Rights 2)*
- Be sure to mark box indicating type of entity: Ind/Sole Prop, Corp, Partnership, Other*
- If you list a Federal Taxpayer Identification Number (tin) Make sure that it appears exactly as issued*
- If you are using a social security number as your tin, the Name on the W-9 should appear exactly as it does on your card*
- If you list a "Doing Business As" (dba), note the name associated directly with your ID number*

*All vendors, classified by the IRS as 1099 recipients, who collect payments of \$600 plus within the calendar year, will receive a 1099 form in January of the following year from Blount County Government. If you have any questions, please contact our office at the above number. Once form is completed, you may return it to the address listed at the top.*

*Thank you.*

# Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	
City, state, and ZIP code		
List account number(s) here (optional)		
Requester's name and address (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number
+

or

Employer identification number
+

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

## 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. person (including a U.S. resident alien).

**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 on page 4.)

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

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

**Note:** If 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.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (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 recipient 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 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** not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% after December 31, 2003; 28% after December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, 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, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
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 the instructions below and the separate **Instructions for the Requester of Form W-9**.

## 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

### Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. 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 the "Business name" line.

**Note:** *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

### Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note:** *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

**Exempt payees.** Backup withholding is **not required** on any payments made to the following payees:

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 possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

- 9. A futures commission merchant registered with the Commodity Futures Trading Commission;
- 10. A real estate investment trust;
- 11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
- 12. A common trust fund operated by a bank under section 584(a);
- 13. A financial institution;
- 14. A middleman known in the investment community as a nominee or custodian; or
- 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, **1** through **15**.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for <b>9</b>
Broker transactions	Exempt recipients <b>1</b> through <b>13</b> . Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients <b>1</b> through <b>5</b>
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt recipients <b>1</b> through <b>7</b> <sup>2</sup>

<sup>1</sup> See **Form 1099-MISC**, Miscellaneous Income, and its instructions.  
<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

## 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. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

**Note:** See the chart on page 4 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 Social Security Administration office or get this form on-line at [www.ssa.gov/online/ss5.html](http://www.ssa.gov/online/ss5.html). 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 get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at [www.irs.gov](http://www.irs.gov).

If you are asked to complete Form W-9 but do not have a TIN, 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:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic 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 items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

**Signature requirements.** Complete the certification as indicated in 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 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), IRA or Archer MSA 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)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. 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>
5. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. 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

<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**, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal 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.)

**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.*

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



**Blount County Purchasing Department  
385 Court Street  
Maryville, TN 37804-5906  
865-273-5740 Phone  
865-273-5746 Fax**

**Thank you for taking the time to complete our Bidder's Mailing List Application. However, once your information has been entered into our system we can not *guarantee* that you will receive all bid proposals that are pertinent to your business due to the high volume of businesses that are in our data base. The following information should be of assistance to you to be sure that your business has the opportunity to bid on all of the proposals that you would be interested in.**

**All of our current bids are listed on our website at [www.blounttn.org/purchase.htm](http://www.blounttn.org/purchase.htm). We also advertise our bids 2 weeks prior to the bid opening in the classified section in our local newspaper, The Daily Times.**

**There is a bulletin board outside of the Purchasing Department at the Courthouse where we post all of the current bids and you can always call the Purchasing Department at the number above to inquire about current bids.**

**We look forward to doing business with you.**