



# City of Tampa

Jane Castor, Mayor

**Purchasing Department**  
**DeAnna Faggart, NIGP-CPP, CPPO, CPPB, Director**  
2555 E Hanna Avenue  
Tampa, Florida 33610

Office (813) 274-8351  
Fax: (813) 274-8355

Subject: New Vendor Documentation

Dear Vendor:

Thank you for your interest in becoming a vendor with the City of Tampa. In order to be set up as a vendor of the City of Tampa, you are required to fill out the IRS W-9 form located at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

To comply with Internal Revenue Service (IRS) regulations regarding 1099 reporting, we are requesting that you complete the W-9 form. The information collected on this form will allow us to confirm that our records contain the official name of your business, the Tax Identification Number (TIN) that the IRS has on file for your business, and your business type.

If you are an Individual or a Sole Proprietor and do not have a Tax Identification Number for your business, please provide your name and Social Security Number (SSN) on the W-9 form.

\*If you are a member of law enforcement (active or former), a firefighter, judge or any other protected status as defined by Florida Statute 119.071(4)(d), we are requesting you let us know by filling out the "Substitute W-9". This information will assist us in keeping your data secure from public records requests. Form can be obtained by request.

#### **Florida Statute 119.071(5) and the Federal Privacy Act of 1974; collection of Social Security Numbers:**

*The City of Tampa collects your Social Security Number for the purpose of tax reporting to the Department of the Treasury, Internal Revenue Service, and for identity verification purposes. Florida Statute 119.071(5) and the Federal Privacy Act of 1974 requires that the City notify you in writing of the reason for collecting this information which will be used for no other purpose than herein stated.*

#### **PRIVACY ACT NOTICE**

*Section 6109 of the Internal Revenue Code requires you to provide your correct TIN or SSN to persons who must file information returns with the IRS to report interest, dividends and certain other income paid to you. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. **You must provide your TIN or SSN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who doesn't give a TIN/SSN to a payer.***

You may return the completed form to us by fax at (813) 274-8355, email to [michelle.blizard@tampagov.net](mailto:michelle.blizard@tampagov.net) or mail to the following address:

PURCHASING DEPARTMENT  
ATTENTION: MICHELLE BLIZARD  
2555 E. Hanna Avenue  
TAMPA FL 33610

**Failure to provide this information to us may result in backup withholding of 28% being deducted from your payment.**

If you have any question regarding this request or the W-9 form, you may contact Michelle Blizard at (813) 274-8353.