CITY OF SEALY, TEXAS

MUNICIPAL CENTER

415 Main Street · Sealy, Texas 77474-2232 P. O. Box 517 · Sealy, Texas 77474-0517

Phone (979) 885-3511 · Fax (979) 885-3513

www.ci.sealy.tx.us

To transact business with the City of Sealy, each person and entity must register with the municipality to establish a vendor account. Included in this vendor registration packet are the following forms for your review and completion:

Vendor Registration Form

This form provides us with the information necessary to set up a vendor account on our accounts payable system. It provides us with not only contact information but also information on how and where orders and payments are to be made.

Form W-9

Federal income tax law requires us to have your taxpayer identification number (TIN) on file. Under Federal Regulations, you are required to provide us with this information on Form W-9, *Request for Taxpayer Identification Number and Certification*. If you fail to furnish us with this information, you may be subject to a penalty of $50 imposed by the Internal Revenue Service (IRS), and all payments we make to you could be subject to backup withholding, which we are required to remit to the IRS. You will not be subject to backup withholding on payments you receive from us if you give us your correct TIN, make the proper certifications, and report all your taxable income on your tax return.

In general, we will not have to file an annual information return, Form 1099-MISC, for you if you are a corporation, tax-exempt organization, government agency, or other exempt payee. However, the law requires that you give us your TIN in addition to telling us what kind of payee you are. If you do business as an individual or sole proprietor, your social security number generally serves as your TIN.

Conflict of Interest Questionnaire (Form CIQ)

Pursuant to Chapter 176 of the Texas Local Government Code, all vendors and other persons contracting or seeking to contract for the sale or purchase of property, goods, or services with a local governmental entity are required to complete and file a Conflict of Interest Questionnaire with the City Secretary.

As a courtesy to you, we have included a copy of the Conflict of Interest Questionnaire. This form was created by the Texas Ethics Commission and can be found on its Web site under a link for *Local Government Conflict Forms*. Additionally, we have included a current list of all City government officers, as defined under Chapter 176 of the Local Government Code.

If you need further assistance regarding this form, it is suggested that you review Chapter 176 of the Local Government Code and contact

your legal counsel for additional instruction. We appreciate your efforts in complying with this legislation.

Electronic Funds Transfer Authorization (optional)

The City of Sealy can process payments to you via the ACH (Automated Clearing House) banking system. This system speeds up the payment process by eliminating the wait for paper checks to be printed, signatures to be obtained, remittance envelopes to be stuffed, sealed, and stamped, and your payment to make its way through the postal system. It also streamlines the payment process by electronically depositing funds directly into your bank account, thereby further eliminating the need for you to prepare deposits and make trips to the bank. For record keeping purposes, we can mail, fax, or E-mail a remittance advice to you, detailing the invoices that are being paid and the date when the funds will be deposited into your account.

Submission of Forms. Please complete all necessary forms and return them as soon as possible:

By mail to: City of Sealy, Texas
ATTN: Finance Department
P. O. Box 517
Sealy, TX 77474-0517

Or by fax to: (979) 885-3513

Submission of Statements and Invoices. Please submit statements and all invoices for payment:

By mail to: City of Sealy, Texas
ATTN: Accounts Payable
P. O. Box 517
Sealy, TX 77474-0517

Or by fax to: (979) 885-3513

Please note that the City of Sealy will not be responsible for payment of any assessed service/finance charges unless all vendor forms, invoices, and statements are submitted as specified above. In addition, the City will not be responsible for payment of any such charges resulting from unauthorized modifications to the above submission information. If any modification requests are made, please contact the City's Finance Department at (979) 885-3511 or E-mail sealyadm@ci.sealy.tx.us to verify.

The City of Sealy is exempt from payment of state and local sales and use taxes. If you would like to receive a completed *Texas Sales and Use Tax Exemption Certification* for your files, please provide us with the address to which it should be mailed or the phone number to which it should be faxed.

Prompt attention to these requests will prevent unnecessary delays in processing payments to you. We appreciate your understanding and cooperation.

Sincerely,

CITY OF SEALY, TEXAS
Finance Department

Enclosures (5)