

City of Glendale Grants Office  
Attention: Rachel Hut, **From the Heart** Coordinator  
6829 North 58<sup>th</sup> Drive, Suite 200  
Glendale, AZ 85301-2599  
Phone (623) 930-2898; Fax (623) 915-2694

The Federal Income Tax law requires that you as a Payee (U.S. person) provide a Payer (the City of Glendale) with your Federal TIN (Taxpayer Identification Number - commonly known as a Social Security Number or an Employer Identification Number) (EIN), or be subject to withholding tax at the Federally Mandated Rate to be deducted before we make payment to you. Please complete the following information **immediately** and return to the address shown above or fax to the fax number shown above (NOTE: **PLEASE TYPE OR PRINT IN BLACK INK**):

Business Name \_\_\_\_\_

Name on Federal Income Tax return  
(if different) \_\_\_\_\_

Address \_\_\_\_\_

**REMIT ADDRESS** (if different than above) \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Please list below the TIN under which you file your Federal Income Tax return for the type of activity for which we are making payment. The number is nine digits long. Do not list the number you use for reporting payroll taxes unless you also use this number for your Federal tax return.

**TIN (Federal Taxpayer Identification Number)** \_\_\_\_\_

**TYPE OF BUSINESS:**

Non-profit \_\_\_ Sole Proprietorship \_\_\_ Partnership \_\_\_ Corporation \_\_\_ LLC \_\_\_ Government \_\_\_

I self certify that the business listed above is: N/A \_\_\_ Minority \_\_\_ Women Owned \_\_\_

The City also requires that all suppliers provide the following State and City sales tax information to ensure compliance with state and local tax laws.

Arizona State sales tax number \_\_\_\_\_

Is your business physically located in Glendale, and is not a construction contractor? \_\_\_\_\_  
Do you perform construction contractor activity in Glendale? \_\_\_\_\_

If your answer to either of the above questions is "YES" then please list your City of Glendale business license number below. If you do not have a current license, please explain below and on the reverse side:

Glendale number \_\_\_\_\_

**\*\* Are any of your relatives (including relations by marriage) employed by the City of Glendale? \_\_\_ yes \_\_\_ no**  
If yes, please list name, relationship, and city department.

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Department \_\_\_\_\_

**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.

\_\_\_\_\_  
Signature of U.S. person / Title

\_\_\_\_\_  
Date