



El Toro Water District Vendor Validation Form

In order to properly establish new vendors and individuals in our financial system and to comply with Internal Revenue Service (IRS) regulations and California State Law, the District is required to obtain the Social Security Number (SSN) or Federal Tax Identification Number (TIN, FEIN, or ITIN) to satisfy reporting requirements. **Failure to provide this information may cause a delay in payment and may subject all payments made to you or your organization to a 28% backup withholding as required by the IRS.**

Business Information	
Legal/Business Name: _____ (as shown on your tax return)	(Business or Last Name) (First Name)
Type of Business:	<input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit
FEIN/TIN: _____ / _____	OR SSN: _____ / _____ / _____
Vendor Activity:	<input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Services <input type="checkbox"/> Legal Services <input type="checkbox"/> Other: _____

Remittance Information	
Remittance Name: _____	(Name to print on Checks)
Remittance Address: _____	
Remittance City, State, Zip Code: _____	

Business Contact Information	
Physical Address of Business: _____	(if different from remittance address)
Physical Address City, State, Zip Code: _____	
Business Phone Number: _____	Business Fax Number: _____
Business Email: _____	Receivables Email: _____
Business Website: _____	
Contact Person: _____	
Contact Phone Number: _____	Contact Email: _____

Internal Use Only		
Vendor Number	_____	
Form W-9	<input type="checkbox"/> Entered	<input type="checkbox"/> Saved to Vendor File
Insurance Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, confirm the following:		
<input type="checkbox"/> Certificate of Insurance		
Endorsements:	<input type="checkbox"/> Additionally Insured	<input type="checkbox"/> Primary and Noncontributory
General Liability \$2M per occurrence and \$4M aggregate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, is there umbrella policy covering general liability:	<input type="checkbox"/> Yes	<input type="checkbox"/> Umbrella declarations page
<input type="checkbox"/> Vehicle Policy of \$1M	<input type="checkbox"/> Workers Comp Policy of \$1M	<input type="checkbox"/> Workers Comp Waiver of Subrogation