

Dear Vendor,

The City of Aiken requires certain information to update our Vendor Listing. Section 6041 of the Internal Revenue Code requires that we report payments made to non-corporate entities that receive more than \$600.00 in one year to the recipient as well as to the IRS. Also, Code section 3406 requires that the payer must withhold 20% income tax if the recipient fails to provide the necessary taxpayer identification.

Please fill in the information (see reverse side) and return to the address as listed on the form.

It is important that you fill out this form completely and accurately, as the information you provide will be entered into our computer system. If you have any questions, please contact me at 803-642-7600.

PLEASE PRINT THE INFORMATION. IF IT CANNOT BE READ, THIS FORM WILL BE RETURNED TO YOU.

Sincerely,

Nathan Campbell
Accounts Payable Department

***PLEASE BE ADVISED, ALL CITY OF AIKEN BUSINESS LICENSE'S
MUST BE CURRENT PRIOR TO ANY REMITTANCES***

(Form may be faxed to: Nathan at 803-642-7735)

DATE: _____

FEDERAL ID or SOCIAL SECURITY NUMBER: _____

City of Aiken Business License number: _____

Name: _____

Incorporated _____ yes _____ no

attn: _____

Address: _____

City/State: _____

Zip Code: _____

Phone number: _____ Fax number: _____

If address for payments is different, please list:

I certify that all information supplied is true and correct

Signature: _____ Date: _____

Title: _____