



# CITY OF UNIVERSITY PLACE

Finance and Information Services Department  
3715 Bridgeport Way W, Suite B1  
University Place, WA 98466

For information call 253.460.2502 or Fax: 253-566-5658  
or E-mail [DHall@cityofup.com](mailto:DHall@cityofup.com)

## Accounts Payable Vendor/W-9 Update Form

To add your business to our vendor file, or update information, please complete this form and mail or fax to the information above. Submittal of this information does not guarantee the City will place an order with your business. The approved vendor list will be purged every two years. It is the vendors' responsibility to update this information as it changes.

**Business Information** (for office use only) VN# \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Billing Remittance Address: \_\_\_\_\_

Ordering Address (if different): \_\_\_\_\_

Phone #: ( ) - Fax#: ( ) - E-mail: \_\_\_\_\_

Person to contact concerning bids and contracts: \_\_\_\_\_

Name	Capacity	Phone
_____	_____	_____
_____	_____	_____

Customer References (Municipalities Preferred): \_\_\_\_\_

### **Business Type (Please Check One)**

Corporation  \_\_\_\_\_  
Federal ID# (9 digits) \_\_\_\_\_

Partnership  \_\_\_\_\_  
Fede \_\_\_\_\_  
ral ID # (9 digits) \_\_\_\_\_

Government Agency  \_\_\_\_\_  
Fede \_\_\_\_\_  
ral ID # (9 digits) \_\_\_\_\_

Non-Profit  \_\_\_\_\_  
Fede \_\_\_\_\_  
ral ID # (9 digits) \_\_\_\_\_

Sole Proprietor  \_\_\_\_\_  
Fede \_\_\_\_\_  
ral ID # (9 digits) \_\_\_\_\_

What is the official name registered with the I.R.S. for the above number? \_\_\_\_\_

If you are not a corporation, is your business subject to 1099 reporting?  Yes  No

Check if applicable:  Minority Owned  Women Owned

**State of Washington U.B.I. #** \_\_\_\_\_

Will you provide supplies or services to the City of University Place?  Supplies  Services

Using the commodity codes on the reverse, please note which three codes best describe the products/services provided by your business:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

\*\*\*\*\*maps maps  
 \*\*\*\*\*flags flags  
 \*\*\*paints paint-brushes-sealers  
 \*\*\*plants indoor and outdoor plants  
 \*\*\*lodging hotel-motel-misc lodging  
 \*\*trophies plaques-engraving-trophies  
 \*engraving miscellaneous engraving  
 1099-s frm real estate transactions  
 adver-serv advertising services  
 appl-equip kitchen appliances  
 appli-repr appliance repair/installation  
 architectu Architectural services  
 art-supply assorted art supplies  
 athl-equip athletic equipment & repair  
 athl-suppl athletic supplies  
 audio-equi audio equipment/tv-vcr-stereo  
 audio-othr audio/pa system-video-camera  
 audio-proj overhead-film-slide projectors  
 audio-serv audio/video repair service  
 audio-supp audio/video supplies @ tapes  
 auto-serv automotive repair services  
 auto-suppl automotive supplies & parts  
 auto-tires tires and tubes  
 auto-towng automotive towing services  
 badge-deca badges-pins-decals -insignia  
 bind-serv binding services  
 bldg-lease modular building lease  
 book-other print music/instrument/accesso  
 book-suppl books-magazines  
 chem-gas gasoline-diesel-propane  
 chem-ice de-icing chemicals  
 chem-auto oil-lubricants-grease  
 chem-serv hazardous waste disposal servi  
 chem-grnds insecticides-pesticides-herbic  
 clean-janit janitorial -cleaning agents  
 clean-equi cleaning equip/vacuum-buffer  
 clean-pres pressure-steam cleaning  
 clean-serv janitorial services  
 clean-supp cleaning supplies/broom-mop  
 cloth-othr t-shirt-uniforms-caps-jackets  
 comp-serv support-training services  
 comp-acces accessories/ mouse/screen/keyboard  
 comp-hardw computer hardware  
 comp-hdrsy computer hardware services  
 comp-print printers  
 comp-sfsrv computer software services  
 comp-softw computer software-programs  
 comp-suppl computer supplies-mouse-keybrd  
 fonf-wrks conference and workshops  
 constr-asp Asphalt-concrete-rock-stone  
 const-bld building construction  
 constr-equ construction equip-backhoe  
 const-fnc fence construction  
 constr-hrd materials-lumber-nails-drywall  
 constr-ren construction equipment rental  
 constr-svc construction services  
 consul-emp employment-employee mediator  
 consul-eng engineering consultant  
 consul-hrg hearing examiner  
 consul-lgl legal consulting  
 consul-mgm management consultant  
 deliverysv delivery services  
 drug-testg drug and alcohol testing  
 elec-serv electrical services  
 elec-equip electrical equipment  
 elec-light lighting supplies, fixtures  
 elec-suppl electrical supplies  
 embroidery embroidery  
 equip-part heavy equipment parts  
 floor-covr carpet-vinyl -tile-flooring  
 floor-serv floor cleaning services

food-serv catering-food services  
 food-equip food equip/stove/refrigerator  
 food-other food purchases  
 furn-rent furniture rental  
 furn-serv furniture repair service  
 furn-wind curtains-blinds-window furnish  
 furn-compt computer furniture  
 furn-offic chairs-desk-table-file cabinet  
 furn-sales furniture sales-office/kitchen  
 hvac-equip heating-air condition  
 hvac-serv heating/air conditioning serv  
 hvac-other hvac supplies  
 land-serv landscape services  
 land-equip landscape equip-mowers-blowers  
 linen-suppl linen supplies  
 mail-serv mail service suppliers  
 mail-postg postage  
 mail-suppl mail supplies  
 matr-hndlg materials handling equipment  
 meeting-rm meeting room use  
 membership misc organization membership  
 offi-equip fax-calculator-typewriter  
 offi-machi office machines  
 offi-maint office machines maintenance  
 offi-paper paper supply  
 offi-suppl misc office supplies  
 paper-env envelope supplier  
 paper-othr all other paper products  
 pest-contr pest control service  
 photo-equi equipment-camera, digital cam  
 photo-serv photo developing/cameral service  
 photo-supp photo supplies-film-bulbs  
 plant-gras sod-grass seed  
 plant-main plant maintenance services  
 play-equip playground equipment  
 plumb-serv plumbing services  
 plumb-supp plumbing supplies  
 print-serv print serv (clothes-pap-graph)  
 rock-sand sand-gravel-rock-top soil  
 safe-fire fire extinguishers  
 safe-alarm alarm systems and services  
 safe-equip safety equipment  
 safe-firsv fire extinguisher service  
 safe-other other safety items  
 safe-produ safety products and materials  
 safe-suppl 1<sup>st</sup> Aid Kits -Gloves-other supplies  
 secur-equi security equip-surveillance  
 secur-lock locksmith services-device  
 secur-serv security services  
 signs-othr other signs  
 signs-outd outdoor signs-banners  
 stamp-misc rubber stamps  
 subscripti subscriptions  
 tele-serv local & long distance services  
 tele-equip telephones- cellular phones  
 tele-maint telecommunication equip maint  
 tele-radio radios-pagers  
 tele-suppl telecommunication supplies  
 temp-serv temporary help services  
 tools-hand shovels- hammers-saws-wrenches  
 tools-powr power tools  
 tours-trip trips and tours  
 traff-equi traffic equip/data recorders  
 train-comp computer training  
 travel-air Airlines  
 travl-serv travel agency  
 tree-serv tree removal-arborist services  
 vehi-bus buses  
 vehi-cars cars-vans-station wagons  
 vehi-serv vehicle service and repair  
 vehi-trail trailers  
 vehi-truck pickup trucks-dump truck