City of Bay City

We are happy to welcome you as a new vendor to the City of Bay City. The goal of this letter is to assist you in understanding our policies and procedures to ensure timely payment of your invoices.

Vendor Set-up Requirements:
To be set up as a new vendor we require the following:
1. A completed Vendor Information Sheet Form (enclosed)
2. A completed W9 Form: Federal Income Tax Law requires us to have your Taxpayer Identification Number (TIN) on file.

Purchase Orders
Purchase orders are required for all purchases and services. No merchandise is to be shipped or picked up by a City of Bay City employee, as well as services commencing, without a valid purchase order number. Price increases or revisions to original orders must be submitted in writing and authorized by the purchaser.

Payment Procedures
As a municipality, our terms of payment are net 30 days and we will accept vendor discounts for early payment terms. The City of Bay City is exempt from all state and city sales taxes. A Texas Sales and Use Tax Exemption Certification will be provided upon request. Payments are sent via check or can be expedited ACH. Please complete the enclosed Automated Clearinghouse (ACH) Payment Authorization Agreement for Vendor Payments form.

Invoices/Contact
All invoices for payment should be sent to City of Bay City Accounts Payable department via the following:
MAIL 1901 5TH ST, Bay City, TX 77414
FAX (979)323-1034, Attention Accounts Payable
EMAIL accountspayable@cityofbaycity.org

All invoices submitted for payment must have the purchase order number referenced. Invoices will not be paid for work that is not complete or items not received.

We look forward to a long term partnership.
CITY OF BAY CITY
VENDOR INFORMATION SHEET

New ☐ Revision ☐ City of Bay City Employee Point of Contact ________________________________

Vendor Name ____________________________________________________________

Payable to (if different from vendor name) ______________________________________

Remittance Address Line 1 __________________________________________________

Remittance Address Line 2 __________________________________________________

City, State, Zip code _______________________________________________________

Phone number (____)________________________ Fax Number (____)____________________

Contact __________________________ Email Address ____________________________

*If requested through the Public Information Act, vendor names, point of contact, address and email address(s) of vendors who seek or have contracts with the City may be disclosed to the public.

For State and Federal Reporting Purposes:
Is your business 51% owned, operated, and controlled by one or more persons who are:

- Women ☐ Black ☐ Hispanic ☐ Asian ☐ Pacific Islander ☐ Native American ☐ NA ☐

Provide your taxpayer identification number.
For individuals, this is your social security number (SSN). For other entities, it is the employer identification number (EIN)

Individual: Social Security Number: _______ _______ _______ _______ _______ _______

OR

Employer Identification Number: _______ _______ _______ _______ _______ _______

Does any City of Bay City employee have a financial interest in this business entity? Yes ☐ No ☐

If so, what is the name of the city employee? ________________________________

Business is unable to be conducted with entity if it violates the City of Friendswood’s City Charter, Article XI, Section 11.03.

No City Council member, City officer or City employee shall have a pecuniary interest in any contract or matter that is paid from the City treasury, pursuant to City of Bay City’s City Charter, Article XI, Section 11.03.

I have the authorization to sign on behalf of this Vendor.

Signature: __________________________ Date: __________________________

Printed Name: __________________________

SEND ORIGINAL INVOICES TO:
CITY OF BAY CITY, ACCOUNTS PAYABLE, 1901 5th St., Bay City, TX 77414
or by fax to 979-323-1034 or email to accountspayable@cityofbaycity.org

Payment: Purchases are not valid without an AUTHORIZED PURCHASE ORDER NUMBER. Please provide purchase order number on all invoices. The CITY OF BAY CITY pays according to the terms of the Texas “Prompt Payment Law”, Texas Government Code, Chapter 2251.

Taxes: The CITY OF BAY CITY is exempt from all Federal Excise Tax and State of Texas Limited Sales Excise and Use Tax. Exemption certificates will be signed and executed by the Director of Administrative Services upon request when supported by an authorized purchase order number.

Revised 05/07/2018
Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
>
Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

[ ] Individual/sole proprietor or single-member LLC
[ ] C Corporation
[ ] S Corporation
[ ] Partnership
[ ] Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) * .

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

[ ] Other (see instructions) *

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

[ ] Exempt payee code (if any)

Exemption from FATCA reporting code (if any) (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions. Requester’s name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Part II 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. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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. See the instructions for Part II, later.

Sign Here Signature of U.S. person→ Date→

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

• Form 1099-INT (interest earned or paid)
• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
• Form 1099-S (proceeds from real estate transactions)
• Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
• Form 1099-C (canceled debt)
• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
FAQ’s

Here are some frequently asked questions and answers:

Q. What do I need to do to be set up as a vendor with ACH vendor payment?

A. Just follow these simple steps:
Complete the ACH Vendor Payment Authorization Agreement
Attach a voided check with clearly shows the
• Bank account holder’s name
• Account number
• Financial institution’s name
• Routing number
Send the signed agreement & voided check to accounts payable@cityofbaycity.org or by mail to:
City of Bay City
Accounts-Payable
1901 5th St.
Bay City, Texas 77414

Q. What is ACH Vendor Payment?

A. ACH Vendor Payments is a system that deposits payment for goods and/or services that you have sold to City of Bay City Texas directly into your account at any financial institution that is a member of the Automated Clearing House Network

Q. Who is eligible for ACH Vendor Payment?

A. All vendors that provide goods and/or services to City of Bay City Texas who are now being paid by check through the City’s accounts payable department. Hotels/Motels are excluded.

Q. What steps should I take to assure that my payment is deposited to my account?

A. Verify with your financial institution that the routing number used for electronic payments into your account is the same as indicated on your check. If it is not the same, please obtain and provide the correct routing number from your financial institution.

Q. When will my payment be deposited in my account?

A. Your payment will be deposited into your account based on the settlement date referenced on your direct deposit advice e-mail.

Q. What do I do if for some reason my payment is not deposited into my account?

A. One of the advantages of the ACH Network is that all transactions are traceable. Simply contact the City’s accounts payable and ask that your payment be traced, starting with the originating financial institution.

Q. After I apply for ACH Vendor Payment, how soon can I expect to participate?

A. Once you authorize ACH Vendor payments into your bank account, you will receive one more check from the City. Your account will be pre-noted—a zero dollar ACH entry to test the banking information you supplied. You will receive an email indicating that a prenote will take place. After a pre-note, the City will no longer send your checks.

Q. What happens if I change financial institutions and/or accounts?

A. In the event that you change financial institutions, or account number within the same financial institution, simply provide a new ACH Payment Authorization Agreement form and a voided check and mark the “Revision” box at the top. Until your account change has been completed, you may receive your payment by mail. It is the vendor’s responsibility to advise the City of any changes and to do so in a timely manner. The City requires ten (10) working days to process the changes.

Q. What happens if the company/business changes ownership?

A. In the event there is a change in ownership, the City needs to be notified right away. A new complete set of vendor forms will need to be completed and submitted to accounts payable in order to avoid any delay in receiving payments for goods/services from the City.

If you have any questions about ACH Vendor Payment, contact accounts payable at: accounts payable@cityofbaycity.org or 979-323-1131
NEW □ REVISIION □

I, an authorized signatory on the below account, hereby authorize the City of Bay City, Texas (the “City”) to originate Automated Clearinghouse (ACH) credits for invoice payments, and further authorize ACH debits but only in the event that the City issued an incorrect or duplicate ACH credit to this account.

Vendor Name on Account

Financial Institution Name

Bank Phone #

Account Number

Routing / ABA No.

Account Type: Checking □   Savings □
   Commercial □   Personal □

It would be helpful, but not required, for you to attach a voided check for verification.

This agreement is to remain in effect until the City has received written notification of its termination in such time and manner to reasonably act on it.

Once you authorize direct deposits into your bank account, you will receive one more check from the City. Your account will be pre-noted – a zero dollar ACH entry to test the banking information you supplied. You will receive an email indicating that a prenote will take place.

After a pre-note the City will no longer send you checks. You will receive ACH deposits directly to your bank account along with an email describing what is being paid.

Vendor Address (City/State/Zip):

Email address to receive payment notices:

Phone #:

Person completing form:   Title:

Date:   Authorized Signature:

President of Company (required)   Email Address:

Please be advised that all required information MUST be mailed to the address below for the ACH Authorization to be processed.

Deliver to: City of Bay City
   Attn: Accounts Payable
   1901 5th St., Bay City TX 77414

Office: (979)323-1131   Fax: (979) 323-1034