




# Vendor Registration Form

## REQUIRED DOCUMENTS

**In order for this vendor registration to be processed, the following documents must be received together with the registration form:**

Business Tax Receipt (North Miami Residents only), W-9 Form, Registration from the Florida Division of Corporation (Sunbiz)

## VENDOR INFORMATION

**\*INDICATES REQUIRED FIELDS.**

\*Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

\*Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Remit to Address: (If Different from Above)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Contact Person: \_\_\_\_\_  
\_\_\_\_\_

\*Contact Phone: (\_\_\_\_) \_\_\_\_\_

\*Telephone: (\_\_\_\_) \_\_\_\_\_

\*Fax: (\_\_\_\_) \_\_\_\_\_

\*Federal Tax ID Number: (If None, SSN)  
\_\_\_\_\_  
\_\_\_\_\_

\*Email Address: \_\_\_\_\_  
\_\_\_\_\_

\*Website Address: \_\_\_\_\_  
\_\_\_\_\_

## LOCAL VENDOR / MINORITY BUSINESS SURVEY

\*The City of North Miami tracks the status of local and minority businesses. Please check the box(es) below to indicate the applicable status of your business.

- 1. Woman Owned Business
- 2. Black Owned Business
- 3. Hispanic Owned Business
- 4. Small Business Enterprise
- 5. Local North Miami Vendor  
(Business Tax Receipt Required)
- 6. Other \_\_\_\_\_

\*Indicate which method you prefer to have purchase orders delivered:

Email: \_\_\_\_\_  
\_\_\_\_\_

Fax :(\_\_\_\_) \_\_\_\_\_



**Vendor Registration Form**

**SERVICES/COMMODITY CODES PROVIDED**

\*Indicate what types of services your company provides. **(Please refer to Commodity Code Listing)**

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**COMPANY CONTACT PERSON**

Person authorized to sign bids, offers, and contracts (Indicate if Agent).

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

**VENDOR / BIDDER DISCLOSURE**

Have any of the Owners or Officers of the Vendor seeking registration been an employee of the City of North Miami within the last two (2) years?

YES

NO

**W-9 FORM**

The Internal revenue Service requires that the City have on file a completed W-9 Form for all vendors. Please complete the attached IRS W-9 Form and submit it to the City along with the vendor application. For a complete copy of the W-9 form please visit the IRS website at [www.IRS.gov](http://www.IRS.gov)

The above listed company and all parties to the above listed company understand and have read the City Ordinance 1244 Procurement Code and acknowledge that by becoming a vendor to or contracting that the City of North Miami, no conflict of interest will exist or be created.

Print Name: \_\_\_\_\_ X \_\_\_\_\_

**YOU MAY E-MAIL OR, MAIL YOUR REGISTRATION FORMS WITH THE ATTACHMENTS TO:**

[purchasing@northmiamifl.gov](mailto:purchasing@northmiamifl.gov)

**City of North Miami  
Purchasing Department  
776 NE 125<sup>th</sup> Street  
North Miami, FL 33161**

