



MANCHESTER TOWNSHIP

1 Colonial Drive, Manchester, New Jersey 08759
732 657-8121 fax 732-657-8151

Maureen Kunitis, QPA
Purchasing Agent

Kenneth Palmer
Mayor

Dear Valued Vendor,

We are required by Federal Law to maintain accurate records concerning the tax status of our vendors.

Please complete an IRS W-9 form and return it to the Division of Purchasing at the above address via fax or email at Purchasing@Manchestertwp.com. Please refer to the instructions attached to the form, should you have any questions. All paperwork must be completed before we can issue a payment for any goods or services. Prompt completion and return of all necessary forms will hasten the payment process and prevent backup withholding of your payment.

A copy of the Business Registration Certificate issued by the NJ Department of Treasury shall be submitted before any purchase order or contracting document can be issued; Contractors are responsible for notifying subcontractors.

Business organizations or individuals doing Business in New Jersey are required to register with the Department of the Treasury, Division of Revenue. Registration is free and is a one-time action, however, you should update your contact and tax eligibility information as needed. Registration is required to conduct most business with any state, county, municipal, local board or education, charter school, county college, authority or state college or university. The contracting agency may be required to have a copy of the "proof of registration certificate" submitted as part of a public bid or prior to issuing a purchase order.

TO REGISTER: Businesses must complete FORM NJ-REG and submit it to the Division of Revenue. The form can be filed online or by mailing a paper form to the division. Online filing is strongly encouraged. Register online at <http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>.

- Click the online link and then select. "Register for tax and employer purposes."
- Download the paper form and instructions at www.state.nj.us/treasury/revenue/revprnt.shtml
- Call the Division at 609-292-1730 to have a form mailed to you.
- Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252

Note: If you operate a corporation, limited partnership, limited liability company or limited liability partnership, before registering, you must obtain legal authority to operate in the State of New Jersey. Generally, this is accomplished by filing an original business certificate with the Division of Revenue, such as a Certificate of Incorporation or Formation. For more information on this subject, visit www.nj.gov/treasury/revenue/filecerts.htm 609-292-9292