



**YONKERS**  
PUBLIC SCHOOLS

City of Yonkers/Yonkers Public Schools  
One Larkin Center – 3<sup>rd</sup> Floor  
Yonkers, New York 10701  
(914) 377-6030

**CITY OF YONKERS/YONKERS PUBLIC SCHOOLS**  
*Purchasing*

*Mike Spano, Mayor*  
*Tom Collich, Director*

**Request for New Vendor Code**

Dear Vendor:

In order for the City to issue your company a contract or purchase order, we must assign your company a new vendor code.

The Internal Revenue Service (IRS) regulations require that the City have on file a Taxpayer Identification Number (TIN) for all individuals and businesses supplying the City with taxable goods and services. Please complete (type or print) this form and the attached W-9 form and return to this office via email. Please note, PO Box Numbers are not acceptable as formal street addresses (only remit) for tax purposes.

After receiving this completed form via email, another representative from our Accounting office will reach out to you to provide instructions on electronic payment options.

Person and/or Vendor Name: The Art of Education University, LLC

D.B.A. Name: (If applicable) \_\_\_\_\_

Address: 518 Main Street, Suite A Address line 2: \_\_\_\_\_

City: Osage State: IA Zip: 50461

Remit address (If different from above): (same)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Vendor website: https://theartofeducation.edu

Contact Person Finance Title \_\_\_\_\_

Telephone No. 515-650-3198 Fax No. \_\_\_\_\_

E-Mail: billing@theartofeducation.edu

Industry: Education Receives a 1099 Form  Yes  No

Do you qualify as a 501C business for non profit:  Yes  No

Are you a Law Firm?  Yes  No Is this a Rent Payment?  Yes  No

**RETURN TO: Name:** Vanessa Brembs

**E-mail:** vanessa.brembs@yonkersny.gov