



City of Yonkers/Yonkers Public Schools
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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 fax or email. Please note, PO Box Numbers are not acceptable as formal street addresses (only remit) for tax purposes.

Person and/or Vendor Name: Arch of Self LLC

D.B.A. Name: (If applicable) _____

Address: 501 West 120th street Address line 2: Surf ~ 4E

City: New York State: NY Zip: 10027 County: _____

Remit address (If different from above): _____

City: _____ State: _____ Zip: _____ County: _____

Vendor website: _____

Contact Person Dr. Yolanda Seatej-Ruiz Title Sole Manager

Telephone No. 347-302-4699 Fax No. _____

E-Mail: Archofselfllc@gmail.com

Company EIN: 83-3009445 Social Security No.: _____

Industry: Educational Consulting Receives a 1099 Form Yes No

Do you qualify as a 501C business for non profit: Yes No. S-Corporation Yes No

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

EFT Vendors: Please provide Bank Name/Address/Branch Routing Number/Account No.—The account name must appear exactly as on bank statement.

To be completed by Yonkers Accounts Payable:

Vendor Code	Entered By	Date
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PLEASE RETURN VIA EMAIL OR FAX TO _____ EMAIL _____ FAX _____