



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: ScholarBuys

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

Address: 11 West Main Street Address line 2: Suite 202

City: Carpentersville State: IL Zip: 60110 County: _____

Remit address (If different from above): _____

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

Vendor website: www.scholarbuys.com

Contact Person Michael Heap Title K12 Team Lead

Telephone No. 877-999-9294 ext. 119 Fax No. 847-695-5818

E-Mail: michael.heap@scholarbuys.com

Company EIN: 26 - 2034447 Social Security No.: _____

Industry: Academic hardware and software 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:

	<u>Vendor Code</u>	<u>Entered By</u>	<u>Date</u>
PLEASE RETURN VIA EMAIL OR FAX TO _____	EMAIL	FAX	