

# CITY OF MILLVILLE

## COMMISSIONERS

JAMES T. SHANNON, MAYOR  
Director of Parks and Public Property  
JAMES F. QUINN, VICE MAYOR  
Director of Revenue & Finance  
DAVID W. VANAMAN  
Director of Public Safety  
DALE L. FINCH  
Director of Public Works  
W. JAMES PARENT  
Director of Public Affairs



"A MAIN STREET NEW JERSEY COMMUNITY"

12 SOUTH HIGH STREET  
P.O. BOX 609  
MILLVILLE, NEW JERSEY 08332

TELEPHONE: (856)825-7000  
FAX: (856)825-3686  
[www.millvillenj.gov](http://www.millvillenj.gov)

## OFFICERS

SUSAN G. ROBOSTELLO  
City Clerk/Administrator  
MARCELLA SHEPARD  
Chief Financial Officer  
RICHARD C. McCARTHY  
City Attorney  
SHERRI J. BALL  
Tax Collector  
BRIAN P. ROSENBERGER  
Tax Assessor

Dear Vendor,

Please take a few moments to complete the enclosed vendor application and return with the requested documents specified below, by fax or mail. If we do not receive your vendor application, we will not be able to process your invoice for payment.

All vendors doing business with local contracting agencies are required to be registered with the State of New Jersey Department of the Treasury, Division of Revenue. They must provide proof of registration to the contracting agency before the contracting agency may enter into a purchase order/contract with the business. Please provide us with proof of your Business Registration Certificate issued by the "New Jersey Department of Treasury/Division of Revenue". A sample certificate is enclosed.

If you do not have a Business Registration Certificate, you will need to register with the State of New Jersey. Enclosed are instructions on how to register. There is no registration fee. As referenced above, no purchase orders or contracts will be issued to your firm from the City of Millville until we receive the certificate.

Any contractor, vendor, or professional who performs work for the City of Millville will be required to submit a Certificate of Insurance with their vendor application. (See Attached)

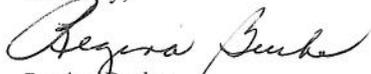
Also enclosed is Form W-9 Request for Taxpayer Identification Number that needs to be completed by your company and returned to the City of Millville Purchasing Department.

Please note that a purchase order is required for all purchases. No merchandise is to be shipped or picked up by an employee of the City of Millville, unless a purchase order number is received by your company via phone, fax or mail. The shipping address will be designated on each purchase order. Since we are a municipal government, we are automatically exempt from sales tax. Enclosed is this exemption.

All invoices for payment should be sent to City of Millville, Accounts Payable, and 12 S. High St., PO Box 609, Millville, NJ 08332-0609. All invoices submitted for payment must have the Purchase Order number clearly shown. We must have an original signature on the voucher from the vendor. Contact information for the Purchasing Department is at the top of this letter.

Your anticipated cooperation is appreciated. If you have any questions, please do not hesitate to contact the Purchasing Department at extensions 7256 or 7250.

Sincerely,

  
Regina Burke  
Purchasing Agent

\*Enclosures

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<input type="checkbox"/> New Application	<input type="checkbox"/> Add Commodities	<input type="checkbox"/> Fed. ID # or Social Security #	<input type="checkbox"/> Date
<input type="checkbox"/> Name and/or address change	<input type="checkbox"/> Delete Commodities		
1. Vendor Name & Mailing Address for Purchase Orders:  _____		2. Remit to Name/Address (if different from Item 1)  _____	
3. Telephone #		4. Fax #	
		5. e-mail address:	
6. Type of organization (Check one)			
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation: Inc. under laws of the State of :	
7. Special Categories:			
<input type="checkbox"/> Minority Owned	<input type="checkbox"/> Women Owned	<input type="checkbox"/> Small Business	<input type="checkbox"/> Non-Profit
8. Vendor Contact:			
NAME	TITLE	TELEPHONE #	
I hereby certify that information supplied herein is correct			
_____		_____	
(print or type name and title)		(signature)	
FOR PURCHASING DEPARTMENT USE ONLY			
DATE REC'D	BRC REC'D	W-9 REC'D	VENDOR #

Note: No purchase orders/contracts will be issued until Fed. ID/ Tax I.D. is received.



## REGISTERING FOR TAXES

If you are doing business in New Jersey, you must register for tax purposes by completing Form NJ-REG, which is contained in the Business Registration Packet. This form may be completed [online](#) or you may download the [forms and instructions](#).

The identification number used for the business is usually the federal identification number (FEIN). All corporations and businesses with employees must have a Federal Employer Identification number. A sole proprietorship or partnership can use the social security number of the owner if there are no employees.

If registering by paper, be sure to complete all the questions on the form. Incomplete applications may be returned and, therefore, delaying your registration. Prompts during the online filing eliminate this situation.

Once you have registered, your business will receive forms, returns, instructions, certificates and other information required for on-going compliance with New Jersey State taxes. Many of the filings for the business will be able to be completed online.

You can check the [Online Registration Inquiry](#) to determine if the business is already registered for tax purposes. If you have already registered and now need to change the business registration information, you must file a Request for Change of Registration Information (Form REG-C). Possible changes include updates to address information and the adding or ending of specific tax eligibilities. The [REG-C may be completed online](#). You will be required to use your account specific Personal Identification Number to access the system and an online confirmation will be provided at the end of your successful session. You may also download the [REG-C form and instructions](#).

NOTE: Beginning in 2006, New Jersey is planning to require new businesses to file and pay selected taxes and reports in a paperless format. Options and instructions for electronic filing and payment will be provided for the specific tax or report. Changes to your registration will also become paperless and must be submitted using the online REG-C application. In addition, any business adding a new eligibility for one of the selected taxes or reports will also be subject to submit that filing electronically.

If you have any questions regarding registering or updating your registration information, please call the Client Registration activity for assistance at 609.292.9292.

[Registering Your Business](#)  
[FEIN Online Application](#)  
[PINs](#)  
[Certificate of Registration](#)  
[Online Registration Inquiry](#)

Last Updated: Friday, 02/18/11



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**STATE OF NEW JERSEY**  
**BUSINESS REGISTRATION CERTIFICATE**  
 FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR

DEPARTMENT OF TREASURY  
 DIVISION OF REVENUE  
 TRENTON, NJ

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT  
 TAX REGISTRATION TEST ACCOUNT  
 TAXPAYER IDENTIFICATION#: 370-697-382/500  
 ADDRESS: 847 ROEBLING AVE  
 TRENTON NJ 08611  
 EFFECTIVE DATE: 07/14/04  
 TRADE NAME: CLIENTS ADMINISTRATION  
 SEQUENCE NUMBER: 01073  
 ISSUANCE DATE: 07/14/04

*John S. Trully*  
 Acting Director

This Certificate is NOT negotiable or transferable. It must be conspicuously displayed at above address.

  
**STATE OF NEW JERSEY**  
**BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name: TAX REG TEST ACCOUNT  
 Trade Name:  
 Address: 847 ROEBLING AVE  
 TRENTON, NJ 08611  
 Certificate Number: 1093907  
 Date of Issuance: October 14, 2004

For Office Use Only:  
 20041014112823533

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

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Please note the City of Millville is exempt from paying sales tax under provisions of NJS 48-8.18 which states:

"Exemption from Sales Tax"

No such tax shall be imposed:....(c) upon any sale to or by the state or any county, municipality school district, or other political body thereof;.....

I trust this meets your request for our sales tax exemption. Feel free to contact me if you have any further questions at extension 7214.

A handwritten signature in cursive script that reads "Marcella D. Shepard".

Marcella D. Shepard  
Chief Financial Officer

## **CERTIFICATES OF INSURANCE**

### **Who Needs Them and Why Are They Important?**

Quite often we are asked questions about certificates of insurance and the necessity of obtaining them from outside contractors, vendors, professionals and the like. The simple fact of the matter is that Certificates of Insurance are meant to provide evidence that the contractor, vendor, etc. carries insurance that will respond should a claim arise due to their operations. As we all know, when things go wrong, everybody gets sued, even though the work was contracted out.

For example, suppose the municipality hires a contractor to paint the lobby of the municipal building. The contractor sets up a scaffold and commences work. Just as people are entering the building, the scaffolding collapses injuring the painter's employees, municipal employees, members of the public and causing damage to the lobby area. What happens next?

The painter's employees seek coverage for their medical bills and lost wages under the painter's workers compensation policy. There is only one problem; the painter did not purchase workers compensation insurance. Where do the painter's employees turn? Under established NJ law, the employees are entitled to petition for coverage under the municipality's workers compensation insurance. **THAT'S RIGHT!** You get to pay for the painter's lack of coverage! Quite an expense and an unnecessary one if only you had demanded a certificate of insurance that provided evidence of insurance – including workers compensation! Quite often a contractor will inform you that they are a sole proprietor and have no employees. But what if they pick up a day laborer?

Next, members of the public sue both the painter and the municipality for the hazardous condition that caused their injuries. **BUT WAIT!** They have no liability insurance! Guess who pays? You guessed it, the municipality!

Municipal employees file workers compensation claims and submit a claim for the damage caused to their lobby. We pay the claims and then go after the contractor (subrogate) to recover the money we paid out. Again – **NO INSURANCE!**

At the end of the day, the municipality and the JIF have paid hundreds of thousands of dollars in taxpayers money that could have been easily avoided.

**So who needs certificates of insurance? YOU DO!**

**Why are they important?** Not getting one can cost you and the JIF hundreds of thousands of dollars!

Require certificates of insurance from **EVERY** contractor, vendor, and professional who performs work for you. Build language into **EVERY** contract that requires insurance and agrees to hold you harmless for acts of the contractor, vendor, or professional. Check the certificate for accuracy and compliance with your requirements and **DO NOT** permit work to commence until you have all of the proper documentation. Sample language is posted to the JIF website.

The above discussion is not meant to be an all-encompassing handling of this issue. The subject of "Additional Insured" status, Notice of Cancellation, proper limits and exhaustion of limits requires more in-depth treatment. Your Risk Management Consultant is an insurance professional who can be of invaluable assistance in reviewing certificates and contractual insurance language. Make sure you enlist their support!