



September 2, 2009

TO: Riverside County Vendor
RE: Riverside County Auditor Controller Office (ACO) Vendor Set Up Process

Thank you for your interest in becoming a Riverside County Vendor. Effective January 1, 2009, the ACO has mandated changes to documentation required for a vendor code setup. These changes are a result of significant penalties that the County has had to remit to the IRS because of incomplete or inaccurate vendor records.

1. Vendors must provide the following documents:

For Businesses:

1. IRS Form W9 Request for Taxpayer ID (attached)
2. 147-C IRS Letter (Authorization Letter – can be obtained from IRS 1-800-829-0115)

For Individuals:

1. IRS Form W9 Taxpayer Identification Request (attached)
2. Copy of Social Security Card

2. All vendors are required to register on Riverside County's Purchasing website. This registration process allows you to identify the services your business provides and be included in future bid processes for other Riverside County Departments that may need these types of services. If you feel, however, that your services are unique in nature and that they are not relevant to other Riverside County departments now or in the future, you may follow either one of the following options:

1. **You choose to not complete the online registration - You must sign and return the attached Riverside County Vendor Letter of Understanding.**
2. **You choose to register online and be included in Riverside County's future bid processes that may be relevant to your business - You must complete the online registration at County of Riverside's Purchasing Web Site at <http://www.purchasing.co.riverside.ca.us/>. You must **print and return the Vendor Registration Confirmation sheet** (a screen print of your registration will be sufficient). Instructions for completing the online registration are found at the above website under the "Registration Job Aid" link located at the bottom of the webpage. If you have any question, problems, or concerns relating to the online registration **website** please contact Dirk Buesing at (951)955-4950.**

We thank you for your cooperation in this process. If you have any questions in regards to the required documents or your vendor code status, please contact Lisa Perez at (951)955-0991.

Riverside County Vendor Letter of Understanding

I am signing this letter to show that I have chosen not to register my business or services on the County of Riverside Purchasing Website located at <http://www.purchasing.co.riverside.ca.us/>. I understand that by not registering, my business and services will not be included in future bid processes performed by Riverside County Departments.

Print Name (as shown on income tax return)

Print Business Name (if different from above)

Signature

Date