# W-9/ QUESTIONNAIRE INSTRUCTIONS

The enclosed form, required by the State of New Jersey Centralized Accounting System, must be completed by Vendors who intend to do business with the State of N.J. or by State employees who are seeking reimbursement for travel or training expenses.

## PART I NAME/ADDRESS

Part 1 is a W-9 form as required by the Internal Revenue Service to verify the name, address and federal identification number for payees who may receive a 1099.

If the information is correct, sign and date the form on line 6.

If the name and address is not correct, make any changes in the box to the right of the name and address.

If the taxpayer identification is incorrect (line 4), enter the correct number in the box to the right of the number. If the number is the social security number, place an X in that box. If the number is an employer identification number, place an X in that box.

## PART 11 VENDOR DATA

- Section 1. For the vendor listed in Part 1, place in the block the two character code that best describes the business function or type of governmental entity.
- Section 2. Print the phone number, name and title of the individual completing the form.

If you are an employee of the State of New Jersey or manage a Confidential Fund or a Petty Cash Fund for a State agency, do not answer the remaining portion of the questionnaire.

# Section 3. - If the vendor listed in Part 1 manufactures goods, place an "M" in the block.

- If the vendor listed in Part 1 renders a service, place an "S" in the block. This pertains to services other than health related services.
- If the vendor listed in Part 1 renders a health related services, place a "H" in the block.
- If the vendor listed in Part 1 is a governmental agency, place a "G" in the block.
- If the vendor listed in Part 1 does not belong in the four previous categories, place the letter "0" in the block and print the principal activity of your organization.
- Section 4. If the vendor listed in Part 1 is a corporation, place a "C" in the block.
  - If the vendor listed in Part 1 is an association, place an "A" in the block.
    - If the vendor listed in Part 1 is a sole proprietorship, place an "I" in the block
    - If the vendor listed in Part 1 is a joint venture place a "J" in the block.
    - If the vendor listed in Part 1 is a partnership, place a "P" in the block.
    - If the vendor listed in Part I does not belong to the five previous categories, place the letter "0" in the block and print the business structure of your organization.
- Section 5. For the vendor with a N.J Address listed in Part 1, code the four digit County Municipality code that pertains to the address. Codes are listed in alphabetical order by county on the back of the W-9 form.

After the form is signed and completed, please return it to the following address:

OMB VENDOR CONTROL UNIT PO BOX 221 TRENTON, NJ 08625

STATE OF NEW JERSEY W-9 QUESTIONAIRE								
THE STATE OF NEW JERSEY REQUIRES COMPLETION OF THE W-9 VENDOR QUESTIONAIRE TO VERIFY/ESTABLISH YOUR NAME, ADDRESS, AND TAXPAYER ID ON STATE RECORDS. PLEASE REVIEW THE INFORMATION BELOW, CORRECT ERRORS, AND ANSWER THE QUESTIONS PER SPECIFIC INSTRUCTIONS. RETURN THE COMPLETED FORM TO THE STATE IN THE ENVELOPE PROVIDED AS SOON AS POSSIBLE.								
IMPORTANT: YOU WILL NOT BE PAID BY THE STATE OF NEW JERSEY UNTIL THIS FORM IS COMPLETED, SIGNED, AND RETURNED TO THE STATE OF NJ. FOR ADDITIONAL INFORMATION CALL (609) 292-8124.								
NA	REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AN Enter your taxpayer identification number and indicate v					whether it is a social	OMB VEND PO BOX 22	-
security or employee indentification number by marking							TRENTON, FAX:(609)-2	92-4882
				Make any corrections to the pre-printed data in the space provided below. Please type or print clearly.				
4. Taxpayer Indentification Number (Enter your correct TIN below ONLY if it								Internal Use
		TIN)	differs fr	om the # printed in the		ARK THE APPROPRIATE E SOCIAL SECURITY N		Only
		Exampt Era	Baakun W	lithholding		EMPLOYEE INDENTIFICAT		N
5. For Employees Exempt From Backup Withholding (Contact the IRS for instructions) Requester's name and address (optional)								
6. Certification: Under penalties of perjury, I certify that: (1) The number shown on this form is my correct taxpayer indentification 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 been notified by the								
Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding. Certification Instructions: You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup								
	withholdin mortgage	g because of une interest paid. the	derreported inte acquisition or a	rest or dividends on ye abandonment of secur	our tax return red property,	een notified by the IRS than n. For real estate transac , cancellation of debt, cont Certification, but you mus	tions, item (2) do ributions to an IR	es noat apply. For RA, and generally
Plea Sign Here	se Signature						e >	
PART II. VENDOR DATA STATE OF NEW JERSEY VENDOR INFORMATION QUESTIONAIRE   1. Enter the code from the list below that best describes your business function:								
1.		<u>1</u>	VENDORS	at best describe	-	<u>GOVERNMEN</u>		
		C = HEALTH CA (NON-STATE C = VENDORS	AGENCIES)		CF = CO	THORITY/ COMMISSION	PC = F	FIRE DISTRICT PETTY CASH
		MANUFACTU S = VENDORS	JRE GOODS WHO RENDER	A SERVICE OR RENT PAYMENTS	EP = NJ S	UNTY/MUNICIPAL GOVT ATE COLLEGE/UNIVERS STATE EMPLOYEE DERAL AGENCY		SCHOOL DISTRICT WELFARE BOARD
MISCELLANEOUS VENDORS OT = OTHER MISCELLANEOUS VENDORS (PLEASE SPECIFY)								
2. Enter Primary Contact Information Below.								
IF YOU ARE A NJ STATE EMPLOYEE , NJ MANAGER OF A CONFIDENTIAL FUND OR A PETTY CASH FUND, DO NOT ANSWER THE BALANCE OF THE QUESTIONAIRE.								
3. What is the principle activity of your organization?								
1	M = MA S = SE			IEALTH RELATED GOVERMENT	SERVICE 0 = OTHE	R (Please Specify)		
4.	C=CC	<b>le from the l</b> RPORATION SOCIATION	1 = 1		P = PARTN	ERSHIP		
5.				y Code <u>for NJ A</u>		R (Please Specify) ONLY.		
			-					
IMPORTANT: ANSWER ALL QUESTIONS (Please Print or Type Clearly)								

## NEW JERSEY COUNTY/MUNICIPALITY CODES Enter the Appropriate Four-Digit Number on Line 5, Vendor Data

ATLANTIC COUNTY 0101-Absecon City 0102-Atlantic City 0103-Brigantine City 0104-Buena Bor. 0105-Buena Vista Twp. 0106-Corbin City City 0107-Egg Harbor City 0108-Egg Harbor Twp. 0109-Estell Manor City 0110-Folsom Bor. 0111-Galloway Twp 0112-Hamilton Twp. 0113-Hammonton Town 0114-Linwood City 0115-Longport Bor. 0116-Margate City 0117-Mullica Twp. 0118-Northfield City 0119-Pleasantville City 0120-Port Republic City 0121-Somers Point City 0122-Ventnor City 0123-Weymouth Twp

BERGEN COUNTY 0201-Allendale Bor. 0202-Alpine Bor. 0203-Bergenfield Bor, 0204-Bogota Bor, 0205- Carlstadt Bor 0206-Cliffside Park Bor. 0207-Closter Bor. 0208-Cresskill Bor. 0209-Demarest Bor. 0210-Dumont Bor. 0211-Elmwood Park Bor. 0212-East Rutherford Bor. 0213-Edgewater Bor. 0214-Emerson Bor. 0215-Englewood City 0216-Englewood Cliffs Bor 0217-Fair Lawn Bor. 0218-Fairview Bor. 0219-Fort Lee Bor. 0220- Franklin Lakes Bor. 0221- Garfield City 0222-Glen Rock Bor. 0223-Hackensack City 0224-Harrington Park Bor, 0225-Hasbrouck Heights Bor. 0226-Haworth Bor. 0227-Hillsdale Bor. 0228-Hohokus Bor. 0229-Leonia Bor. 0230-Little Ferry Bor. 0231-Lodi Bor. 0232-Lyndhurst Twp. 0233-Mahwah Twp. 0234-Maywood Bor. 0235-Midland Park Bor. 0236-Montvale Bor. 0237-Moonachie Bor 0238-New Milford Bor. 0239-North Arlington Bor. 0240-Northvale Bor. 0241-Norwood Bor, 0242- Oakland Bor. 0243- Old Tappan Bor. 0244- Oradell Bor. 0245-Palisades Park Bor. 0246-Paramus Bor. 0247-Park Ridge Bor. 0248-Ramsey Bor. 0249-Ridgefield Bor. 0250-Ridgefield Park Village 0251-Ridgewood Village 0252- Riveredge Bor. 0253-Rivervale Twp. 0254-Rochelle Park Two 0255-Rockleigh Bor. 0256- Butherford Bor 0257-Saddle Brook Twp. 0258-Saddle River Bor 0259-South Hackensack Twp. 0260-Teaneck Twp. 0261-Tenafly Bor. 0262-Teterboro Bor 0263-Upper Saddle River Bor. 0264-Waldwick Bor. 0265-Wallington Bor. 0266-Washington Twp 0267-Westwood Bor. 0268-Woodsliff Lake Bor. 0269-Wood-Ridge Bor. 0270-Wyckoff Twp.

BURLINGTON COUNTY 0301-Bass River Twp. 0302-Beverly City 0303-Bordentown City 0304-Bordentown Twp

0305-Burlington City 0306-Burlington Twp. 0307-Chesterfield Twp. 0308-Cinnaminson Two 0309-Delanco Twp. 0310-Delran Twp. 0311-Eastampton Twp. 0312-Edgewater Park Twp. 0313-Evesham Twp. 0314-Fieldsboro Bor. 0315-Florence Twp. 0316-Hainesport Twp. 0317-Lumberton Twp. 0318-Mansfield Twp. 0319-Maple Shade Twp. 0320-Medford Twp. 0321-Medford Lakes Bor. 0322-Moorestown Twp. 0323-Mount Holly Twp. 0324-Mount Laurel Twp. 0325-New Hanover Twp. 0326-No. Hanover Twp. 0327-Palmyra Bor. 0328-Pemberton Bor. 0329-Pemberton Twp. 0330-Riverside Twp. 0331-Riverton Bor. 0332-Shamong Twp. 0333-Southampton Twp. 0334-Springfield Twp. 0335-Tabernacle Twp. 0336-Washington Twp. 0337-Westampton Twp

0338-Willingboro Twp. 0339-Woodland Twp 0340-Wrightstown Bor. CAMDEN COUNTY

0401-Audubon Bor. 0402-Audubon Park Bor. 0403-Barrington Bor. 0404-Bellmawr Bor. 0405-Berlin Bor. 0406-Berlin Twp. 0407-Brooklawn Bor. 0408-Camden City 0409-Cherry Hill Twp. 0410- Chesilhurst Bor. 0411-Clementon Bor. 0412- Collingswood Bor. 0413- Gibbsboro Bor. 0414-Gloucester City 0415-Gloucester Twp. 0416-Haddon Twp. 0417-Haddonfield Bor. 0418-Haddon Heights Bor. 0419-Hi Nella Bor. 0420-Laurel Springs Bor. 0421-Lawnside Bor. 0422-Lindenwold Bor 0423-Magnolia Bor. 0424-Merchantville Bor. 0425-Mt. Ephraim Bor. 0426-Oaklyn Bor. 0427-Pennsauken Twp. 0428-Pine Hill Bor. 0429-Pine Valley Bor. 0430-Runnemede Bor, 0431-Somerdale Bor. 0432-Stratford Bor. 0433- Tavistock Bor. 0434-Voorhees Twp. 0435-Waterford Twp. 0436-Winslow Twp. 0437-Woodlynne Bor.

CAPE MAY COUNTY 0501-Avaion Bor. 0502-Cape May City 0503-Cape May Point Bor. 0504-Dennis Twp. 0505-Lower Twp. 0506-Middle Twp. 0507-North Wildwood City 0508-Ocean City City 0509-Sea Isle City City 0510-Stone Harbor Bor. 0511-Upper Twp. 0512-West Cape May Bor. 0513-West Wildwood Bor. 0514-Wildwood City 0515-Wildwood Crest Bor. 0516-Woodbine Bor.

CUMBERLAND COUNTY

0601-Bridgeton City 0602-Commercial City 0603- Deerfield Twp. 0604-Downe Twp. 0605-Fairfield Twp. 0606-Greenwich Two 0607-Hopewell Twp.

0608-Lawrence Twp. 0609-Maurice River Twp. 0610-Millville City 0611-Shiloh Bor. 0612-Stow Creek Twp. 0613- Upper Deerfield Twp. 0614-Vineland City

ESSEX COUNTY 0701-Belleville Twp. 0702-Bioomfield Twp. 0703- Caldwell Borough Twp 0704-Cedar Grove Twp. 0705-East Orange City 0706-Essex Fells Twp. 0707-Fairfield Twp. 0708-Glen Ridge Twp. 0709- Irvington Twp. 0710-Livingston Twp. 0711-Maplewood Twp. 0712-Millburn Twp. 0713-Montciair Twp. 0714-Newark City 0715-North Caldwell Twp. 0716-Nutley Twp. 0717-Orange City Twp. 0718- Roseland Bor. 0719-South Orange Village 0720-Verona Twp. 0721-West Caldwell Twp. 0722-West Orange Twp

#### GLOUCESTER COUNTY

0801-Clayton Bor. 0802-Deptford Twp. 0803-East Greenwich Twp. 0804- Elk Twp. 0805- Franklin Twp. 0806-Glassboro Bor 0807-Greenwich Twp. 0808-Harrison Twp. 0809-Logan Twp. 0810-Mantua Twp. 0811-Monroe Two 0812-National Park Bor. 0813-Newfield Bor 0814-Paulsboro Bor. 0815-Pitman Bor. 0816-South Harrison Twp. 0817-Swedesboro Bor. 0818-Washington Twp. 0819-Wenonah Bor. 0820-West Deptford Twp. 0821-Westville Bor. 0822-Woodbury City 0823-Woodbury Heights Bor. 0824-Woolwich Twp.

HUDSON COUNTY 0901-Bayonne City 0902-East Newark Bor. 0903-Guttenburg Town 0904-Harrison Town 0905-Hoboken City 0906-Jersey City City 0907-Kearny Town 0908-North Bergen Twp. 0909-Secaucus Town 0910-Union City City 0911-Weehawken Twp. 0912-West New York

### HUNTERDON COUNTY

1001-Alexandria Twp 1002-Bethlehem Twp 1003-Bloomsbury Bor. 1004-Califon Bor. 1005-Clinton Town 1006- Clinton Twp. 1007- Delaware Twp. 1008- East Amwell Twp. 1009-Flemington Bor. 1010-Franklin Twp. 1011-Frenchtown Bor 1012-Gien Gardner Bor. 1013-Hampton Bor. 1014-High Bridge Bor. 1015-Holland Twp. 1016-Kingwood Twp. 1017-Lambertville City 1018-Lebanon Bor. 1019-Lebanon Twp. 1020-Milford Bor. 1021-Raritan Twp. 1022-Readington Two 1023- Stockton Bor, 1024- Tewksbury Twp. 1025-Union Twp. 1026-West Amwell Twp

MERCER COUNTY 1101-East Windsor Twp.

1102-Ewing Twp. 1103-Hamilton Twp. 1104-Hightstown Bor. 1105-Hopewell Bor. 1106-Hopewell Twp. 1107-Lawrence Twp. 1108-Pennington Bor. 1109-Princeton Bor. 1110-Princeton Twp. 1111-Trenton City 1112-Washington Twp. 1113-West Windsor Twp. MIDDLESEX COUNTY 1201-Carteret Bor. 1202- Cranbury Twp. 1203-Dunellen Bor.

1224- Spotswood Bor.

1225-Woodbridge Twp.

1345- Shrewsbury Twp. 1346- South Beimar Bor.

1347-Spring Lake Bor.

1350-Union Beach Bor

1352-Wall Twp.

1403-Butler Bor.

1405- Chatham

1404- Chatham Bor.

1406- Chester Bor.

1351-Upper Freehold Twp

MORRIS COUNTY 1401-Boonton Town 1402-Boonton Twp.

1353-West Long Branch Bor.

Twp

1348-Spring Lake Heights Bor. 1349-Tinton Falls Bor.

1204-East Brunswick 1205-Edison Twp. 1206-Helmetta Bor. 1207-Highland Park Bor. 1208-Jamesburg Bor. 1209-Metuchen Bor. 1210-Middlesex Bor. 1211-Milltown Bor. 1212-Monroe Twp. 1213-New Brunswick City 1214-North Brunswick Twp. 1215-Old Bridge Twp. 1216-Perth Amboy City 1217-Piscataway Twp. 1218-Plainsboro Twp. 1219-Sayreville Bor. 1220-South Amboy City 1221-South Brunswick Twp. 1222-South Plainfield Bor. 1223-South River Bor.

MONMOUTH COUNTY 1301-Aberdeen Twp. 1302-Allenhurst Bor. 1303-Allentown Bor. 1304-Asbury Park City 1305-Atlantic Highlands Bor. 1306- Avon-by-the-sea Bor. 1307-Belmar Bor. 1308-Bradley Beach Bor. 1309-Brielle Bor. 1310-Colts Neck Twp. 1311-Deal Bor. 1312-Eatontown Bor. 1313-Englishtown Bor. 1314-Fair Haven Bor. 1315-Farmingdale 1316-Freehold Bor. 1317-Freehold Twp. 1318-Hazlet Two 1319-Highlands Bor 1320-Holmdel Twp. 1321-Howell Twp. 1322-Interlaken Bor. 1323-Keansburg Bor 1324-Keyport Bor. 1325-Little Silver Bor. 1326-Loch Arbour Village 1327-Long Branch City 1532-Surf City Bor. 1533-Tuckerton Bor. 1328-Manalapan Twp. 1329-Manasquan Bor. 1330-Mariboro Twp. 1331-Matawan Bor. 1332-Middletown Twp. 1333-Millstone Two. 1334-Monmouth Beach Bor. 1335-Neptune Twp. 1336-Neptune City Bor. 1337-Ocean Twp. 1338-Oceanport Bor. 1339-Red Bank Bor. 1340-Roosevelt Bor. 1341-Rumson Bor. 1342-Sea Bright Bor. 1343-Sea Girt Bor. 1344-Shrewsbury Bor.

1408-Denville Twp. 1409-Dover Twp. 1410-East Hanover Twp 1411-Florham Park Bor. 1412-Hanover Twp. 1413-Harding Twp. 1414- Jefferson Twp. 1415-Kinnelon Bor, 1416-Lincoln Park Bor, 1417-Madison Bor. 1418-Mendham Bor, 1419-Mendham Twp. 1420-Mine Hill Twp. 1421-Montville Twp, 1422- Morris Twp. 1423-Morris Plains Bor. 1424-Morristown Town 1425-Mountain Lakes Bor. 1426-Mount Arlington Bor. 1427-Mount Olive Twp. 1428-Netcong Bor. 1429-Par-Troy Hills Twp. 1430-Passaic Twp 1431-Pequannock Twp. 1432-Randolph Twp. 1433-Riverdale Bor. 1434-Rockaway Bor. 1435-Rockaway Twp. 1436-Roxbury Twp. 1437-Victory Gardens Bor. 1438-Washington Twp. 1439-Wharton Bor. DCEAN COUNTY 1501-Barnegat Twp. 1502-Barnegat Light Bor.

1407- Chester Twp.

1503-Bay Head Bor, 1504-Beach Haven Bor. 1505-Beachwood Bor. 1506-Berkeley Twp. 1507-Brick Twp. 1508-Dover Twp. 1509-Eagleswood Twp. 1510-Harvey Cedars Bor. 1511-Island Heights Bor. 1512-Jackson Twp. 1513-Lacey Twp. 1514-Lakehurst Bor 1515-Lakewood Twp. 1516-Lavellette Bor. 1517-Little Egg Harbor Twp. 1518-Long Beach Two 1519-Manchester Twp. 1520-Mantoloking Bor, 1521-Ocean Twp. 1522-Ocean Gate Bor. 1523-Pine Beach Bor, 1524-Plumsted Twn 1525-Pt. Pleasant Bor. 1526-Pt. Pleasant Beach Bor. 1527-Seaside Heights Bor. 1528-Seaside Park Bor. 1529-Ship Bottom Bor. 1530-South Toms River Bor. 1531-Stafford Twp.

PASSAIC COUNTY 1601-Bloomingdale Bor. 1602-Clifton City 1603-Haledon Bor 1604-Hawthorne Bor. 16055 Little Falls Twp. 1606-North Haledon Bor, 1607-Passaic City 1608-Paterson City 1609-Pompton Lakes Bor. 1610-Prospect Park Bor. 1611-Ringwood Bor. 1612-Totowa Bor. 1613-Wanaque Bor. 1614-Wayne Twp. 1615-West Milford Twp. 1616-West Paterson Bor.

SALEM COUNTY 1701-Alloway Twp. 1702-Carneys Point Twp. 1703- Elmer Bor 1704-Elsinboro Twp. 1705-Lower Alloways Creek Twp 1706-Mannington Twp. 1707-Oldmans Twp. 1708-Penns Grove Bor. 1709-Pennsville Twp. 1710-Pilesgrove Twp. 1711-Pittsgrove Twp. 1712-Quinton Twp. 1713-Salem City 1714- Upper Pittsgrove Twp.

#### 1715-Woodstown Bor

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SOMERSET COUNTY 1801-Bedminster Twp. 1802-Bernards Twp. 1803- Bernardsville Bor. 1804-Bound Brook Bor. 1805-Branchburg Twp. 1806-Bridgewater Twp. 1807-Far Hills Bor. 1808-Franklin Twp. 1809-Green Brook Twp. 1810-Hillsborough Twp. 1811-Manville Bor, 1812-Millstone Bor, 1813-Montgomery Twp. 1814-North Plainfield Bor. 1815-Peapack-Gladstone Bor. 1816-Raritan Bor. 1817-Rocky Hill Bor. 1818-Somerville Bor. 1819-South Bound Brook Bor. 1820-Warren Twp 1821-Watchung Bor.

SUSSEX COUNTY 1901-Andover Bor. 1902-Andover Twp. 1903-Branchville Bor 1904-Byram Twp. 1905-Frankford Twp. 1906-Franklin Bor. 1907-Fredon Twp. 1908- Green Iwy. 1909- Hamburg Bor. 1910- Hampton Twp. 1912-Hopatcong Bor. 1913-Lafayette Twp. 1914-Montague Twp. 1915-Newton Town 1916-Ogdensburg Bor. 1917-Sandyston Twp. 1918- Sparta Twp. 1919- Stanhope Bor. 1920- Stillwater Twp. 1921- Sussex Bor. 1922-Vernon Twp. 1923-Walpack Two 1924-Wantage Twp.

UNION COUNTY 2001-Berkeley Heights Twp. 2002-Clark Twp. 2003-Cranford Two 2004-Elizabeth City 2005-Fanwood Bor 2006- Garwood, Bor. 2007-Hillside Twp. 2008-Kenilworth Bor. 2009-Linden City 2010-Mountainside Bor. 2011-New Providence Bor. 2012-Plainfield City 2013-Rahway City 2014-Roselle Bor. 2015-Roselle Park Bor. 2016-Scotch Plains 2017-Springfield Twp. 2018-Summit City 2019- Union Twp. 2020- Westfield Twp. 2021-Winfield Twp.

### WARREN COUNTY

2101-Allamuchy Twp. 2102-Alpha Bor. 2103-Belvidere Town 2104-Blairstown Twp. 2105-Franklin Twp. 2106-Frelinghuysen Twp. 2107-Greenwich Twp. 2108-Hackettstown Town 2109-Hardwick Twp. 2110-Harmony Twp. 2111-Hope Twp. 2112-Independence Twp. 2113-Knowlton Twp. 2114-Liberty Twp. 2115-Lopatcong Twp. 2116-Mansfield Two 2117-Oxford Twp. 2118-Pahaquarry Twp. 2119- Phillipsburg Town 2120-Pohatcong Twp. 2121-Washington Bor. 2122-Washington Twp. 2123- White Twp.