

COUNTY OF RIVERSIDE
EXECUTIVE OFFICE

GEORGE A. JOHNSON
COUNTY EXECUTIVE OFFICER



LISA BRANDL
CHIEF OPERATING OFFICER
DON KENT
ASSISTANT COUNTY EXECUTIVE OFFICER
COUNTY FINANCE OFFICER

Subject: Request for W-9

Dear County Vendor:

The County of Riverside, Auditor-Controller's Office, (ACO) is required by the Internal Revenue Service to have on file a copy of your signed W-9 for 1099-MISC reportable payments. As a newly established vendor with the County of Riverside please complete, sign and return the attached Form W-9. The ACO cannot establish you as a payable vendor until Form W-9 is returned to our office.

In addition, as of January 1, 2009, the ACO requires that if a Social Security number is being used, you must also provide a copy of your Social Security card. If you are using an Employer Identification Number, please provide an IRS 147-C Letter. You can obtain this letter by calling 1-800-829-0115. If you have any questions regarding these requirements, please contact Denene Guerrero Guzman in the ACO at (951) 955-3837.

In order for an organization to do business with the County of Riverside, vendors must register themselves in the vendor database. To register, simply visit the Vendor Registration website at www.purchasing.co.riverside.ca.us and complete the on-line registration form.

Completed Forms (W-9, copy of Social Security card or IRS 147-C Letter) should be faxed to:

(951) 955-1034
Attention: Accounting Staff

For any other questions, you can call Gloria Ignacio at (951) 955-1090 or Jennifer Stebens at (951) 955-1184.

Forms can also be mailed to:

Riverside County Executive Office
4080 Lemon Street, 4th Floor
Riverside CA 92501
Attn: Gloria Ignacio

Thank you for your cooperation.

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