

**TWG 2021 Birmingham Foundation
New Vendor Information Form**

- This form is for use by Vendors with an FEIN
- Attach a completed IRS W-9 Form—Request for Taxpayer Identification Number and Certification
- Return this form and attachments to ap@theworldgames2021.com.

Business Name (as shown on IRS W-9 Form): _____

Business Name, if different than above – Doing Business As – (DBA): _____

(Please note that the name on the contract, purchase order, and invoice must all be the same. Payment will be made to the name on these documents.)

SIC Code: _____

Federal Employer Identification Number (FEIN): _____

Address: _____

City, State, Zip: _____

Address for Payment (if different than above): _____

City, State, Zip for payment (if different than above): _____

Dun & Bradstreet Number, if applicable: _____

Website Address: _____

Contact Person for Sales/Ordering: _____

Phone Number: _____

Fax Number: _____

E-Mail: _____

Terms (Net 30)

If different terms are required please contact DJ Mackovets at dj.mackovets@theworldgames2021.com

Ownership Type (check all that apply). Attach all certifications to this application form:

- | | |
|---|--|
| <input type="checkbox"/> MBE (Minority Owned Business Enterprise) | <input type="checkbox"/> WBE (Women Owned Business Enterprise) |
| <input type="checkbox"/> MWBE (Minority and Women Owned Business Enterprise) | <input type="checkbox"/> S-DVBE (Service-Disabled Veteran Owned Business Enterprise) |
| <input type="checkbox"/> DBE (Disabled Owned Business Enterprise) | <input type="checkbox"/> VBE (Veteran Owned Business Enterprise) |
| <input type="checkbox"/> LGBTBE (Lesbian, Gay, Bisexual, Transgender Owned Business Enterprise) | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> HUB Zone Business | |

Race/Ethnicity/National Origin of the Qualifying Owner(s):

- African American/Black Hispanic Asian Subcontinent Asian American Native American Other

Please advise of the type of goods and/or services you provide: _____

X _____

Agreement of TWG Terms, Procurement Protocol, and Business Conduct Standards

Date: _____

Email a PDF of your invoice to:

The Accounts Payable Department, ap@theworldgames2021.com, or mail to 950 22nd St. N. Ste 600, Birmingham, AL 35203



The World Games
2021 Birmingham

TWG 2021 Birmingham Foundation
950 22nd St. N., Ste. 600
Birmingham, AL 35203
(205) 875-1000

Purchasing Policies and Procedures for Companies

Thank you for your interest in providing services or goods to TWG 2021 Birmingham Foundation. The purpose of this document is to acquaint you with our purchasing and payment policies and procedures. These procedures are designed to ensure that the TWG's funds are expended in accordance with sound business practices, are recorded in compliance with acceptable accounting procedures, and meet the requirements of federal and state agencies that assist in financing activities of the TWG 2021 Birmingham Foundation.

Qualified Contractors/Vendors/Suppliers—TWG 2021 will only procure goods and services from qualified suppliers. To qualify, all domestic companies must provide an IRS W-9 (Request for Taxpayer Identification Number and Certification) form and New Vendor Information form.

Insurance Requirements — All suppliers providing services on the premises used by TWG 2021 must provide a certificate of insurance. Some off-site services, such as transportation, may also be required to provide proof of insurance coverage.

TWG's Conflict of Interest Policy—This policy requires that suppliers disclose any relationship they may have with a current employee and/or board member of TWG, IWGA, or the City of Birmingham.
attached New Vendor Information form you attest that there is no relationship
Needs to be submitted to the TWG Office
If a relationship does exist, a letter for consideration.

Quotes/Estimates/Bids—You may be asked to provide quotes, estimates, or bids for all goods and services.

Contracts—TWG's requires that some goods and all service purchases have contracts. Contracts are only binding when signed by the CEO or other board members that have received contract signing authority from the board.

Payment—All invoices must be sent to the Accounts Payable Department. Please e-mail a PDF of the invoice to the Accounts Payable Department at ap@theworldgames2021.com. You may also send a copy to the requester. If you would like to receive your payment by ACH, please send an e-mail to the same e-mail address for instructions. TWG's payment terms are 30 days. TWG 2021 Birmingham Foundation reserves the right to withhold payment if appropriate documentation is not received. All invoices must contain an invoice number.

If you have any questions regarding TWG's purchasing policies and procedures or forms, please do not hesitate to contact the Accounts Payable department at ap@theworldgames2021.com.

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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 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 line 1 to avoid backup withholding. For individuals, this is generally 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.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number											
				-			-				
or											
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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.