



The Confederated Tribes of the Colville Reservation

P.O. Box 150, Nespelem, WA 99155

Attn: Purchasing Program

(509) 634-2746

FAX: (509) 634-2751



February 23, 2023

Dear Vendor,

We would like to thank you for offering to provide your goods and or services to the Colville Tribes and to ensure a quick turnaround time for processing payment we require you to fill out the attached Vendor Registration Packet which includes a required signed W9 Form.

Please note if you have a remittance address other than what is listed for the Company name, be sure to provide that information. Be sure to fill out the payment terms, if not identified the payment terms will default to Net 30 Days.

The Colville Tribes Terms and Conditions are as follows.

- **Billing Instructions:** Each invoice must have a tribal purchase order number clearly identified or the invoices will be returned to the company unpaid.
- Invoices must be sent to the Accounts Payable program for payment processing.
- **Shipping Instructions:** All orders must be sent to the Purchasing Program Receiving Area at 21 Colville Street unless authorized by the Purchasing Agent.
- **Shipping Instructions:** All packages including warehouse shipments must have a tribal Purchase Order number clearly identified on the outside of the package to be accepted.
- Back Orders must be preapproved by the Purchasing Agent.
- Credit notices are to be sent to the Accounts Payable Program.

It is the policy of the Colville Tribes that all purchases must be made with a purchase order number or an authorized credit card usage. Should you process an order without a number be advised that it is **not an authorized** order from our organization and will be the sole responsibility of the person placing the order.

These procedures should greatly increase efficiency in having your invoices submitted, processed for review and payment in a timely manner.

You may email, fax or send your completed vendor registration packet to the Confederated Tribes of the Colville Reservation, Attn: Purchasing Program, P.O. Box 150, Nespelem, WA. 99155 or email to Twila Leith-Monaghan at twila.leith-monaghan.pur@colvilletribes.com. Should you have any questions you may call Twila Leith-Monaghan at 509 634-2746 or fax 509 634-2751.

Twila Leith Monaghan

Twila Leith-Monaghan, Shipping & Receiving II



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For CCT Purchasing Use Only:

Program Requesting Vendor Info: _____

Vendor#: _____

Vendor Registration Form

*Company/Vendor Name must be 45 characters or less

Company/Vendor Name: _____

Mailing Address: _____

Zip Code: _____

Tax ID or SSN: _____

E-Mail: _____

Business phone#: (____) _____ - _____ **Fax#:** (____) _____ - _____

Remittance Name (if different from above): _____

Mailing Address: _____

Zip Code: _____

Contact Names, titles and phone numbers with primary address.

Name _____ **Title** _____ **Phone#** _____

Name _____ **Title** _____ **Phone#** _____

Payment Terms: If no selection made than an automatic Net 30 Days will be entered.

Net 30 Days ___ **Due Upon Receipt** ___ **Net 10 Days** ___ **Other** _____

Category Codes: Corporation ___ Individual ___ Non-Incorporated ___

CC1 Location: On Colville Reservation ___ Adjacent to Colville Reservation _____

CC2 Ownership:

Indian Owned Business Y/N Minority Owned Business Y/N Woman Owned Business Y/N

C3 CCT Use Only: _____

Type of Services/Products Provided _____

Print Name clearly of Person filling out form and date

*Required to attach completed and signed Form W-9/W-8BEN/W-8ECI to this document

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

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 of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <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) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.
6 City, state, and ZIP code
7 List account number(s) here (optional)
Requester's name and address (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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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OR								
Employer identification number								
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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 for Part II, later.

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. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.