

City of

Thousand Oaks



Finance Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Phone 805/449.2220 • Fax 805/449.2250 • www.toaks.org

Jaime Boscarino
Finance Director/Treasurer

WE ARE UNABLE TO PAY INVOICES WITHOUT THIS INFORMATION

Dear Vendor:

The Tax Equity and Fiscal Responsibility Act of 1982 (IRS Code Section 6041) requires that you furnish us with your Social Security or Federal Tax Identification number so that we can comply with reporting requirements for the payment made to you.

You may be exempt from these reporting requirements but failure to provide the required information may result in penalties under IRS Revenue Code Section 6676. Further, the law requires that we withhold 31% of the payments due you if you do not furnish your Tax Identification or Social Security Number.

Please complete the lower portion of this form and return it to our office as soon as possible.

Sincerely,

Jaime Boscarino
Finance Director

PLEASE PRINT THE FOLLOWING INFORMATION:

Vendor Name: _____ Owner's Name: _____

Remit/Payment Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ (800) _____ Fax: _____

Email: _____

Social Security Number: _____ or Federal Tax Identification: _____

- Corporation Partnership Non-Profit Organization
- Federal, State or
Local Government Individual/Sole Proprietor

Indicate Type of Business:

- Landlord Health Care Other _____
- Real Estate Organization

Authorized Signature: _____

Typed or Printed Name: _____ Date: _____