

# STATE OF UTAH FLEET OPERATIONS

## APPROVED VENDOR APPLICATION

Vendors must complete this application and its associated forms in order to become pre-qualified as an approved vendor to perform any type of work on Fleet Operation's vehicles. Please read the application and complete it as soon as possible.

We look forward to continuing our work with you. Your willingness to partner with Fleet Operations brings great value to our local economy and the taxpayers of Utah!

### **The following material must be completed and submitted:**

- ✓ Letter of Good Standing from Tax Commission  
(<https://tax.utah.gov/business/good-standing#request-letter>)  
\*Check the status of your application by calling (801) 297-2200 Ext. 7705 and giving them your Federal EIN\*
- ✓ Maintenance and Repair Service Agreement Form
- ✓ Page 1 of the W-9 Form
- ✓ Blank Invoice including: Name of business, address, and phone number.
- ✓ Copy of Business License
- ✓ Copy of Liability Insurance
- ✓ Copy of Technician(s) certification(s)



**STATE OF UTAH  
REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ)  
TO BE PRE-QUALIFIED TO PROVIDE  
FLEET VEHICLE MAINTENANCE AND REPAIR SERVICES**

**SOLITICATION #LC17020-1**

**Purpose of Request for Statement of Qualifications**

The purpose of this request for statement of qualifications is to establish an approved vendor list from which the State of Utah, Division of Fleet Operations may select a qualified firm, based on a geographical area, to provide fleet vehicle maintenance and repair services. The governing authority for this procurement is chapter 63G-6a-403 and 404 of the Utah Procurement Code.

This RFSQ provides interested vendors the ability to submit statements of qualifications (by completing the attached Fleet Operations Service Agreement form) and demonstrating their ability to meet minimum requirements in order to be considered as an approved vendor to provide fleet vehicle maintenance and repair services.

Vendors will be approved to provide services based on the following geographical areas:

1. Within Salt Lake County – city where vehicle is based, or closest mfg. dealer if required
  
2. All other areas – county by county
  - a. Rural Counties (outside of the Wasatch Front) – geographical area will include adjacent counties.

**Issuing Office and RFSQ Reference Number**

The State of Utah Division of Purchasing is the issuing office for this document and all subsequent addenda relating to it, on behalf of the Division of Fleet Operations. The reference number for the transaction is Solicitation LC17020-1.

**Term of the Approved Vendor List**

All pre-qualified vendors will be added to the approved vendor list, upon submission of an acceptable Fleet Operations Service Agreement form, for an active period of 18 months. Pre-qualified vendors must re-establish approved vendor status at a minimum every 18 months by renewing the current statement of qualifications.

Throughout the term of the 18-month pre-qualification, and at the time of renewal, the Division of Fleet Operations will utilize a performance rating system to monitor approved vendors. If an unacceptable performance rating is received, the Division of Fleet Operations reserves the right to remove the firm from the approved vendor list or require the firm to respond to the performance rating indicating how they plan to improve services in order to remain on the approved vendor list. All determinations are

made solely at the discretion of the Division of Fleet Operations.

As part of the RFSQ response, vendors are required to demonstrate compliance with requirements identified in the attached Division of Fleet Operations Service Agreement Form. A review team in the Division of Fleet Services will review the form for compliance and may negotiate service capabilities and rates on a case by case basis, based on location and other factors as identified by the Division of Fleet Operations. The Division of Fleet Operations will have the final determination as to whether a vendor is deemed acceptable or non-acceptable. When deeming a vendor non-acceptable, Fleet Operations will be required to provide documentation stating the reasons for the non-acceptable determination. Only pre-qualified vendors who are deemed acceptable will be placed on the approved vendor list to provide the specific services outlined.

### **Approved Vendor List**

All vendors on the approved vendor list will be posted on the Division of Fleet Operations website. Instructions will be provided to fleet vehicle operators regarding selection of approved vendor based on a geographical area.

Approved vendors are not guaranteed a minimum or maximum amount of work on State fleet vehicles.

The State of Utah reserves the right to select a vendor outside of the approved vendor list geographical area when it is determined to be in the State's best interest due to a State fleet vehicle breakdown and/or immediate need for service.

### **Vendor Requirements & Qualifications**

In order to be listed on the approved vendor list, vendors must successfully complete the attached Fleet Operations Service Agreement form and agree to the following requirements:

1. Vendor must be an individual or business residing in the state with a valid Utah business license, Tax ID, and physical in-state address.
2. Vendor must bill for services performed at the agreed upon rate(s).
3. Vendor will be required to contact the Division of Fleet Operations prior to commencing work on any fleet vehicle. Providing work on a fleet vehicle prior to approval is at the vendors own risk.
4. Vendor agrees to perform work within the agreed upon time-frame determined at the time work is authorized through the State of Utah call center.
5. Vendor must agree to provide appropriately trained and qualified employees to perform the services required on all fleet vehicles.
6. Vendor must have at least one technician that is ASE certified or manufacturer certified.
7. Vendor must be willing to charge a flat hourly rate for labor based on the Mitchell or Alldata labor guides, or rates specifically negotiated by Fleet Operations.
8. Vendor must agree to provide and to maintain during the performance of the contract, at its sole expense, a policy of liability insurance. The limits of the

policy shall be no less than \$1,000,000.00 for each occurrence and \$3,000,000.00 aggregate.

**Submitting the Fleet Operations Service Agreement Form**

Form must be submitted to the State of Utah, Division of Fleet Operations, as follows:

Mail or deliver to: Division of Fleet Operations  
Attn: Vehicle Services Center  
(VSC)  
PO Box 141117  
Salt Lake City, UT 84114

Email: [vscpayables@utah.gov](mailto:vscpayables@utah.gov)

Fax: 385-465-6010

DO NOT SUBMIT PROPOSALS ELECTRONICALLY IN SCIQUEST. THIS IS AN OPEN ENDED PROCUREMENT AND THE STATE WILL NOT BE ABLE TO DOWNLOAD PROPOSALS THROUGH THE SCIQUEST SYSTEM.

**Price Guarantee**

All pricing agreed upon as a result of the submittal of the Fleet Operations Service Agreement form, including any negotiated pricing, will be the price charged to customers for any and all work performed on the State of Utah Fleet.

Labor rates may be adjusted up or down on an ongoing basis, based on local market rates as determined by the Division of Fleet Operations. Approved vendors requesting a rate increase will be required to provide sufficient justification including documentation supporting the increase in rates. The State will be given the immediate benefit of any decrease in the market, or allowable discount.

Parts will be reimbursed based on cost plus a negotiated percent based on the individual repair required. The Fleet Operations Service Agreement will list the maximum negotiated percentage an approved vendor may charge.

**Questions**

Questions regarding the process, the form, etc. are to be directed to Dan Black, Division of Fleet Operations, and (801) 957-7272.

# Maintenance & Repair Service Agreement Form



The Division of Fleet Operations (DFO) is accepting Statements of Qualifications to be prequalified to be added to an approved vendor list to provide repair and maintenance of Fleet Operation's vehicles. These vehicles are located throughout Utah, with a significant number residing in Salt Lake County. DFO will need vendors across the state of Utah to maintain and repair state fleet vehicles that travel to all corners of the state.

You are invited to send in the requested information. Upon prequalification, you will be added to the approved vendor list and be under consideration to work on Fleet Operation's vehicles. If you do not send the required information, you will not be authorized to complete any maintenance and repair of Fleet Operation's vehicles.

If you wish to be considered, you must provide the following and meet all requirements as detailed:

1. Must complete and return the following documents:
  - a. Negotiated Labor and Parts Pricing form
  - b. Letter of Good Standing from Tax Commission (<https://tax.utah.gov/business/good-standing#request-letter>) \*Check the status of your application by calling (801) 297-2200 Ext. 7705 and giving them your Federal EIN\*
  - c. Page 1 of the W-9 form
  - d. Blank Invoice including: Name of business, address, and phone number
  - e. Current Business License
  - f. Proof of Liability Insurance
  - g. Technician certifications

Fax or email all documents to: **Vehicle Services Center**

Email: [vsccpayables@utah.gov](mailto:vsccpayables@utah.gov)

Fax: (385) 465-6010

2. Must agree to fully complete a fleet parts and labor agreement. (Complete the attached Parts and Labor Agreement)
3. Must agree to contact the Division of Fleet Operations for approval before beginning any preventative maintenance or repairs. Must have the vehicle license plate number or vehicle number, mileage, parts price, labor price and detailed information regarding any maintenance or repairs ready at the time of approval. Diagnosis time must be approved in advance.
4. Must have at least one ASE Certified and/or manufacturer certified technician i.e. Honda, Toyota, GM, Ford, Nissan etc. employed at vendor's place of business and be able to provide proof of that training or certification.
5. Must agree to send invoices to DFO the same day repairs are completed either by fax or email to the above mentioned contact. Purchase order number and vehicle number, i.e. FO11272, will need to be on invoice.

Upon submission of the required documentation, DFO staff will validate and qualify vendors to be added to the approved vendor list to provide authorized work on state fleet vehicles.



# Negotiated Labor and Parts Pricing Service Agreement Form



This agreement is intended for maintenance and repair vendors to document with the Division of Fleet Operations (DFO), agreed upon maximum labor and parts rate. The rates identified will be used or negotiated by the DFO when any Fleet Operation's vehicle is in your repair/maintenance facility. DFO owns and manages roughly 4,500 vehicles. As these vehicles are located throughout the State of Utah this agreement form in no way guarantees a minimum number of vehicles to your maintenance/repair facility. Furthermore, this agreement for parts and labor rates listed below will not be advertised by the DFO, but will represent a working relationship that will potentially result in referrals to your facility by DFO staff.

Please complete items 1-13 below to complete the form (**incomplete forms will not be considered**)

**1. Business Name (Use this form more than once for additional locations):** \_\_\_\_\_

a. Address (Street, City, and Zip Code): \_\_\_\_\_

b. Telephone number and Fax number: \_\_\_\_\_ / \_\_\_\_\_

c. Email address: \_\_\_\_\_

**2. Service Advisor/Contact Person:** \_\_\_\_\_

a. Service Advisor/Contact Persons Phone number: \_\_\_\_\_

**3. Name of person authorizing rates:** \_\_\_\_\_

a. Title of person authorizing rates: \_\_\_\_\_

b. Email address of person authorizing rates: \_\_\_\_\_

**4. Labor Rate for DFO vehicles (Rate charged per flat rate hour):** \$ \_\_\_\_\_

a. I will charge a flat rate per: (circle one) Mitchell Alldata

**5. Parts Rate**

Cost plus \_\_\_\_\_ % (Rates/costs may be negotiated based on specific vehicle needs, market forces, etc.)

**6. Manufacturers worked on:** \_\_\_\_\_

(If you work on all manufacturers, please indicate "all")

**7. Services (check one):**     Repair                     Repair/Quicklube                     Repair/Tire                     Repair/Quicklube/Tire

Quicklube only (no repairs)                     Tire only (no repairs)

**8. Price for Lube/Oil/Filter**

7 QT Gasoline Lube/Oil/Filter                    \$ \_\_\_\_\_                    Price per additional quart of oil \$ \_\_\_\_\_

7 QT Gasoline Syn. Lube/Oil/Filter                    \$ \_\_\_\_\_                    Price per additional quart of oil \$ \_\_\_\_\_

15 QT Diesel Lube/Oil/Filter                    \$ \_\_\_\_\_                    Price per additional quart of oil \$ \_\_\_\_\_

15 QT Diesel Syn. Lube/Oil/Filter                    \$ \_\_\_\_\_                    Price per additional quart of oil \$ \_\_\_\_\_

**9. Price for Tire Rotation**

\$ \_\_\_\_\_

10. Agree not to perform Transmission Fluid Flushing. (Only pan drop and filter replacements are authorized)

Agree Signature \_\_\_\_\_

11. Agree to follow directions and maintenance services found in the Division of Fleet Operations Maintenance & Repair Schedule. (These interval sheets are two sided, make sure to check the back for additional services required).

Agree Signature \_\_\_\_\_

12. Agree that the dollar amount on invoice will match exactly with the agreed dollar amount provided with the P.O. number. If adjustments need to be made to the invoice, please contact DFO so that we can make those changes on the P.O. number. (Tax and shop supplies will not be paid)

Agree Signature \_\_\_\_\_

13. Agree to a NET 30 payment plan from the date we receive the invoice.

Agree Signature \_\_\_\_\_

Date this form was completed (Month/Day/Year) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_

NOTE: To obtain information for Electronic Funds Transfer (EFT) payments, please contact:

- State Finance
  - (801) 957-7780
- Ask for the FI 16V EFT form



# Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <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) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b>																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is 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 <i>How to get a TIN</i> on page 3.																			
	<table border="1" style="margin: auto;"> <tr><th colspan="9">Social security number</th></tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number																	
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<p><b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p>																			

<b>Part II Certification</b>			
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.			
<p><b>Certification instructions.</b> 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.</p>			
<b>Sign Here</b>	<table style="width: 100%;"> <tr> <td style="width: 60%;">Signature of U.S. person ▶</td> <td style="width: 40%;">Date ▶</td> </tr> </table>	Signature of U.S. person ▶	Date ▶
Signature of U.S. person ▶	Date ▶		

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on [www.irs.gov/w9](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

**What is FATCA reporting?** The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

**Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Note.** Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

**Exempt payee code.** Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**PROCEDURES WHEN A DIVISION OF FLEET  
OPERATIONS (DFO) VEHICLE ARRIVES AT YOUR SHOP  
(TO BE KEPT IN YOUR OFFICE AS A GUIDE)**

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1. Obtain vehicle ID number found on the maintenance & repair information booklet. (Driver will have this booklet)
2. Obtain odometer reading.
4. Call DFO at 855-FLT-UTAH (358-8824) with the above information to obtain authorization to perform any diagnosis time or maintenance work on State of Utah vehicle.
5. Obtain parts and labor pricing for maintenance or repairs.
6. Call the DFO and, at their discretion, they will then authorize the maintenance and/or repairs.
7. Once repairs are completed and you receive the PO # from the VSC:

Email the invoice including PO#, Invoice number, Vehicle number to [vscpayables@utah.gov](mailto:vscpayables@utah.gov)

Or

Fax invoice including PO# to VSC at 435-465-6010.

As soon as our Accounts Payable receives your invoice they can start to process it for payment.

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\*Note: Payments are based on a Net 30 schedule from the date we receive your invoice

