

Appendix B Required Vendor Forms

All required forms are available at the “Qualify to do Business” with the City webpage for the San Francisco General Services Agency, located at:

<http://sfgsa.org/index.aspx?page=4762>

All vendors must fill out the following forms before the SFERS can do business with them:

- IRS Form W-9 (Request for Taxpayer Identification Number);
- P-25 (Business Tax Certification and Tax Declaration); and
- HRC Form 12B-101 (San Francisco Administrative Code Chapters 12B and 12C Declaration: Nondiscrimination in Contracts and Benefits).

- **IRS Form W-9 – Request for Taxpayer Identification Number:**
This form provides the City with the vendor’s taxpayer identification number, which is then used to assign the vendor a City five-digit vendor number.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

- **P-25 – Business Tax Certificate and Tax Declaration:**
This form is used to determine if the vendor is physically “doing business in San Francisco” and therefore is required to pay business taxes:

<http://www.sfgsa.org/Modules/ShowDocument.aspx?documentid=7624>

- **Contract Monitoring Division form: San Francisco Administrative Code Chapters 12B and 12C Declaration:**
This form is used by the City’s Contract Monitoring Division to determine if the vendor has employees and offers benefits to those employees. Depending on the vendor’s particular situation, the vendor may have to complete other forms.

<http://sfgsa.org/modules/showdocument.aspx?documentid=10257>