



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

PROCUREMENT DEPARTMENT  
214 65<sup>th</sup> Street  
Ocean City, MD 21842

Federal ID No. 52-6000802  
Tax Exempt No. 3005419-2

To Whom It May Concern:

Welcome to the Town of Ocean City. We are glad to partner with you and look forward to building a lasting relationship. To do that, the Town of Ocean City has established a purchase order policy which will reduce the possibility of misunderstandings and will expedite payment for goods and services, usually within thirty (30) days.

To assist us in doing this, please note that any invoice for goods or services will not be honored unless a valid purchase order has been issued prior to the contract for such goods or services. In the event of an emergency situation, the vendor can confirm the validity of the purchase order number supplied by contacting the Procurement Department at 410-723-6643. A copy of the purchase order can be furnished to the vendor.

As an alternative form of payment, the Town does offer payment by credit card. This alternative is a faster avenue for the Town to get the payment for goods or services to you. If you accept credit cards as a form of payment, please let the Town's representative/buyer know you prefer this payment method.

Please forward the original copy of future invoices and statements to: [APFinance@oceancitymd.gov](mailto:APFinance@oceancitymd.gov) or mail to: Town of Ocean City, Finance Department, PO Box 158, Ocean City, MD 21843-0158 for payment. The applicable purchase order number is required on all invoices.

Vendors requiring check payments will need to complete the attached W-9 Information request and return it to Dawn Webb at: [dwebb@oceancitymd.gov](mailto:dwebb@oceancitymd.gov).

For additional information or questions, please contact the Procurement Department by phone: 410-723-6643 or fax 410-524-1482.

Thank you,

*Dawn Webb*

Dawn Webb  
Procurement Department

**MAYOR**  
RICHARD W. MEEHAN

**CITY COUNCIL**

MATTHEW M. JAMES  
*President*

ANTHONY J. DELUCA  
*Secretary*

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JOHN F. GEHRIG, JR.  
J. FRANKLIN KNIGHT  
CAROL L. PROCTOR  
WILLIAM C. SAVAGE III

**CITY MANAGER**  
TERENCE J. MCGEAN, PE

**CITY CLERK**  
DIANA L. CHAVIS, CMC



### Town of Ocean City W-9 Information Request

Procurement Department  
(Revised November 2021)

**Official Company Name:**  
(as shown on your income tax return) \_\_\_\_\_

Street Address (number, street, and apt or suite no): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**DBA Name:** \_\_\_\_\_

**Name As It Should Appear On Check:** \_\_\_\_\_

**Payment Remit Address** (number, street, and apt or suite no): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Check appropriate box for federal tax classification of the person/business whose name is entered on first line above.  
Check only one of the following seven boxes.  
 Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate  
 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.  
 Other: \_\_\_\_\_

**Exemptions** (codes apply only to certain entities, not individuals):  
Exempt payee code (if any): \_\_\_\_\_ Exemption from FATCA reporting code (if any): \_\_\_\_\_

<b>Part I</b>	<b>Taxpayer Identification Number (TIN)</b>	Social Security Number:																																																																
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 1, later. 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> , see IRS website.		<table border="1"><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="16" style="text-align: center;"><b>OR</b></td></tr><tr><td colspan="16">Employer Identification Number:</td></tr><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>				-													<b>OR</b>																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.

Signature of U.S. person: \_\_\_\_\_ Date: \_\_\_\_\_