

NEW VENDOR FORM

www.pbchafi.org



**RETURN
FORM
TO:**

Procurement Department
3333 Forest Hill Blvd.,
West Palm Beach, FL 33406

VENDOR INFORMATION		New Application Vendor Update/Changes Application	
SECTION 1	1. Social Security Number (Owner SSN required for sole proprietorship and DBA's)	2. Taxpayer Identification Number (Federal TIN used to file Federal tax return)	
	3. Business Name (If operated as DBA, enter the DBA name)	4. Business phone number () -	5. Contact Name and email address
	6. Street Address	7. City	8. State 9. Zip

VENDOR PROFILE AND TAX ACKNOWLEDGEMENT		*** Please complete this Vendor Application in its entirety. ***	
SECTION 2	10. What does your business provide? (Check all that apply) <input type="checkbox"/> Services <input type="checkbox"/> Supplies <input type="checkbox"/> Equipment	11. Incorporated? <input type="checkbox"/> Yes <input type="checkbox"/> No	12. LLC (Limited Liability Corporation)? <input type="checkbox"/> Yes <input type="checkbox"/> No
	12a. LLC formed as: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		13. Business Type (LLC's must also fill out this section) <input type="checkbox"/> Sole Proprietorship (Enter owner's name) <input type="checkbox"/> Partnership (Enter name used to file tax return)
	PLEASE ATTACH THE REQUIRED DOCUMENTS (Below) <input type="checkbox"/> Business License <input type="checkbox"/> Liability Certificate <input type="checkbox"/> Workers Compensation (List Palm Beach County Housing Authority as Insurance Certificate Holder.)		PLEASE ATTACH ALL APPLICABLE LICENSES & CERTIFICATES <input type="checkbox"/> General <input type="checkbox"/> Building <input type="checkbox"/> Residential <input type="checkbox"/> Electrical <input type="checkbox"/> HVAC <input type="checkbox"/> Painting <input type="checkbox"/> Plumbing <input type="checkbox"/> Roofing <input type="checkbox"/> Other: _____
PALM BEACH COUNTY BUSINESS TAX REQUIREMENT			
15. Is your Office located in Palm Beach County? <input type="checkbox"/> Yes <input type="checkbox"/> No		15a. Physically perform services in Palm Beach County? <input type="checkbox"/> Yes <input type="checkbox"/> No	15b. Do you have a valid Business Tax certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
		15c. Business Tax Application required You must fill out a Business Tax Receipt for Palm Beach County. This form is available on the PBC Tax website. https://pbctax.com/services/local-business-tax-services	
		15d. Business Tax License #	15e. Expiration Date
NOTE: It is unlawful for any person to carry on any business in Palm Beach County without a valid business tax certificate. PAYMENTS TO YOU MAY BE WITHHELD UNTIL DELINQUENT BUSINESS TAXES ARE RESOLVED.			

BUSINESS OWNERSHIP/SERVICES/SUPPLIES/EQUIPMENT	
SECTION 3	BUSINESS OWNERSHIP <input type="checkbox"/> Asian/ Pacific American <input type="checkbox"/> Black American <input type="checkbox"/> Hasidic Jew <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American Woman Owned <input type="checkbox"/> Yes % _____ MBE <input type="checkbox"/> Yes % _____ SDB <input type="checkbox"/> Yes % _____ WBE <input type="checkbox"/> Yes % _____ Section 3 Contractor <input type="checkbox"/> Yes / No <input type="checkbox"/>
	PROFESSIONAL SERVICES TYPE: (check all that apply – if “other” please annotate below) <input type="checkbox"/> A/C <input type="checkbox"/> Arch/Eng. <input type="checkbox"/> Construction <input type="checkbox"/> Consultant <input type="checkbox"/> Doors <input type="checkbox"/> Equipment <input type="checkbox"/> Film <input type="checkbox"/> Flooring <input type="checkbox"/> Glass <input type="checkbox"/> Janitorial <input type="checkbox"/> Landscape <input type="checkbox"/> Lights <input type="checkbox"/> Moving <input type="checkbox"/> Painting <input type="checkbox"/> Pest Control <input type="checkbox"/> Printing <input type="checkbox"/> Repairs <input type="checkbox"/> Roofing <input type="checkbox"/> Salvage <input type="checkbox"/> Security <input type="checkbox"/> Surveying <input type="checkbox"/> Telephones <input type="checkbox"/> Towing <input type="checkbox"/> Training* <input type="checkbox"/> Uniforms <input type="checkbox"/> Windows <input type="checkbox"/> Legal <input type="checkbox"/> Accounting <input type="checkbox"/> * Other: _____
	SUPPLIES/EQUIPMENT: (check all that apply – if “other” please annotate below) <input type="checkbox"/> A/C <input type="checkbox"/> Appliances <input type="checkbox"/> Bldg. Supply <input type="checkbox"/> Computer <input type="checkbox"/> Construction <input type="checkbox"/> Doors <input type="checkbox"/> Electrical <input type="checkbox"/> Flooring <input type="checkbox"/> Furniture <input type="checkbox"/> IT Supply <input type="checkbox"/> Janitorial <input type="checkbox"/> Lighting <input type="checkbox"/> Moving <input type="checkbox"/> Office Supply <input type="checkbox"/> Paint <input type="checkbox"/> Parts <input type="checkbox"/> Print <input type="checkbox"/> Repairs <input type="checkbox"/> Roofing <input type="checkbox"/> Safety <input type="checkbox"/> Security <input type="checkbox"/> Signage <input type="checkbox"/> Uniforms <input type="checkbox"/> Vehicles <input type="checkbox"/> Windows <input type="checkbox"/> Other: _____

FOR PALM BEACH COUNTY HOUSING AUTHORITY USE ONLY			
SECT 4	Performed Search on Excluded Parties list for suspended and debarred contractors. www.epls.gov	33. Signature	34. Date
		35. Purchase Order Required Yes <input type="checkbox"/> No <input type="checkbox"/>	

Local Business Tax Receipts

Local Business Tax Receipts (BTR), formerly Occupational Licenses, are issued by the Constitutional Tax Collector's Office. Business Tax Receipts are payable annually July 1 through September 30. Download the [Application for Business Tax Receipt](#) for a list of instructions and documents needed.

<https://pbctax.com/services/local-business-tax-services/local-business-tax-receipts>

The law requires any business in Palm Beach County selling merchandise or services to purchase a Business Tax Receipt. This includes one-person companies and home-based businesses. In addition to the Business Tax Receipt, businesses must also comply with any local license and ordinance requirements.

Compliance with Business Tax Receipt rules simply means a business is following the law. It is not a stamp of merchandise or service quality.

RETURN COMPLETED FORM TO:

Palm Beach County Housing Authority
Procurement Department
3333 Forest Hill Blvd
West Palm Beach, FL 33406

Question?

Contact:
Procurement Manager
(561) 684-2160 ext. 107