

NEW VENDOR FORM

www.pbchafli.org



**RETURN
FORM
TO:**

PBCHA

Procurement Department
3432 W 45th Street
West Palm Beach, FL 33407

| SECTION 1 VENDOR INFORMATION | |
|---|--|
| 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 | |
| 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) | | | PLEASE ATTACH ALL APPLICABLE LICENSES & CERTIFICATES | |
| | <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.) | | | <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

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|--------|---|---------------|----------|---|
| 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
3432 W 45th Street
West Palm Beach, FL 33407

Question?

Contact:
Procurement Officer
(561) 684-2160 ext. 204