

## **PURCHASE ORDER PROCESS**

We only accept Purchase Orders from Municipal, County, and State Government and school districts.

- Signing up for a course at <a href="https://midatlanticpesticide.com">https://midatlanticpesticide.com</a> and selecting "purchase order" as your payment method will provide you with an invoice (registration acknowledgement) both on screen and via email.
- 2. Please provide the purchase order number when registering if it is known.
- 3. Please register using the proper name of the government institution, and provide the billing address, phone number, and contact number for the purchase order processing.
- 4. Our **Business Registration Certificate (BRC)**, and our **W9 form** required for your business office are attached to this document. The FEIN # is on the attached W9 and the BRC.
- 5. Once the PO is generated please mail us a copy to:

Mid Atlantic Pesticide Recertification PO BOX 102 Sparta, NJ 07871

6. If your PO number is generated after the sign up we will re-issue the invoice with the number on it if required by your office.

## 02/19/14

Taxpayer Identification# 222-332-500/001

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,

James J. Fruscione

Director

New Jersey Division of Revenue

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above addres

STATE OF NEW JERSEY

BUSINESS REGISTRATION CERTIFICATE

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DIVISION OF REVAILE

PO BOY ST

TRENTON: CESTS DIVISION OF REVENUE

DIVISION OF REVENUE

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TRENTON: CESTS DIVISION OF REVENUE

PO BOY ST

TRENTON

## (Rev. December 2014)

Department of the Treasury Internal Revenue Service

## **Request for Taxpayer Identification Number and Certification**

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

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	Name (as shown on your income tax return). Name is required on this line; do not leave this lin     Mid Atlantic Pesticide Recertification Courses	ne blank.											
Print or type See Specific Instructions on page 2.	2 Rusiness name/disregarded entity name if different from above												
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes:  ✓ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate					4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):							
	single-member LLC  Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)					Exempt payee code (if any)							
	Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above					Exemption from FATCA reporting							
	the tax classification of the single-member owner.				code (if any)  (Applies to accounts maintained outside the U.S.)								
	Cther (see instructions) ►  5 Address (number, street, and apt. or suite no.)  Requeste					ster's name and address (optional)							
	PO BOX 102								7				
	6 City, state, and ZIP code												
	Sparta, NJ 07871												
	7 List account number(s) here (optional)												
Pa	art I Taxpayer Identification Number (TIN)					_							
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid				Social security number									
backup withholding. For individuals, this is generally your social security number (SSN). However, for a						Г	T						
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</i>						-		-					
TIN on page 3.					_								
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for					Or Employer identification number								
guidelines on whose number to enter.					_ 2	Π,	3 3	2	5	0	0		
			2	2	- '		3 3		3	U	0		
Pa	art II Certification												
Und	der penalties of perjury, I certify that:												
1. T	he number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and												
S	am not subject to backup withholding because: (a) I am exempt from backup withholding Service (IRS) that I am subject to backup withholding as a result of a failure to report all into longer subject to backup withholding; and	ng, or (b) I have interest or divid	ends	been s, or (d	notifi ;) the	ed I	by the has i	Inte	rnal ied r	Rev ne ti	enue nat I an		
3. 1	am a U.S. citizen or other U.S. person (defined below); and												
4. Th	he FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA	reporting is cor	rect										
beca inter gene instr	tification instructions. You must cross out item 2 above if you have been notified by the ause you have failed to report all interest and dividends on your tax return. For real esta rest paid, acquisition or abandonment of secured property, cancellation of debt, contribute erally, payments other than interest and dividends, you are not required to sign the certifuctions on page 3.	te transactions, outions to an inc	iter divid	n 2 do ual ref	es no	ot a	pply. I	or r	nortent (I	gage RA),	and		
Sig Her		Date ▶		12	_	- /	<i>i</i> –	2	0	1	6		
	(tuition)	home mortgage in	nteres	st), 109	8-E (s	stude	ent loa	n inte	erest)	, 109	7-8e		
Section references are to the Internal Revenue Code unless otherwise noted.  • Form 1099-C (canceled de													
	ure developments. Information about developments affecting Form W-9 (such egislation enacted after we release it) is at <a href="https://www.irs.gov/fw9">www.irs.gov/fw9</a> .	A (acquisition or a	acquisition or abandonment of secured property)										
	Use Form W	Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.											
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN)								nt be	subject				

which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- · Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by
- Form 1099-S (proceeds from real estate transactions)
- · Form 1099-K (merchant card and third party network transactions)

By signing the filled-out form, you:

- 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. See What is FATCA reporting? on page 2 for further information.