

Vendor Application Form

Hillsborough County Sheriff's Office
2008 E. 8th Avenue, Tampa, Florida 33605
David Gee, Sheriff
www.hcso.tampa.fl.us



Purchasing Unit
P. O. Box 3371, Tampa, Florida 33601
Phone 813-247-8034
purchasing@hcso.tampa.fl.us

To establish your business as a supplier to the Hillsborough County Sheriff's Office please provide the following documentation along with this completed application:

- Completed and Signed IRS Form W9
- Business Tax Receipt from Hillsborough County or other municipality's business license.
- Certificates of Liability & Workers' Compensation Insurance for on-site service providers.

Completed forms may be sent to purchasing@hcso.tampa.fl.us or faxed to 813-242-1826.

Refer to the Purchasing page at www.hcso.tampa.fl.us for additional information.

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Business Name (As shown on your invoice): _____

Federal Tax ID No. _____ OR Social Security No. _____

Check One: Corporate Entity _____ Non Corporate (1099) _____ Sole Proprietor (1099) _____

Owner's Name as per IRS records, if reporting under SS# _____

Business Type: Commodity _____ Services _____ (Provide Certificates of Insurance if working on HCSO property)

Office Phone: _____ Fax: _____ Website: (If available) _____

Mailing Address: _____

Remit to Address (Checks are to be mailed to): _____

Visa Accepted: Yes _____ No _____

Additional Information: _____

SALES CONTACT

Name: _____

Office Phone: _____

Cell Phone: _____

Email: _____

ACCOUNTING CONTACT

Name: _____

Phone: _____ Fax: _____

Email: _____

To receive electronic payments please complete
"Authorization for Electronic Payment" form available on
the website on the Purchasing page www.hcso.tampa.fl.us

OFFICE USE ONLY: Number Assigned: _____ Date: _____ Completed by: _____

Search Type: V Other RMT # ACH: Y or N

Assigned Codes: Tax Status C _____ N _____ P _____ X _____ Payables: Y or N Receivables: Y or N

Industry Classification: _____ 1099 Reporting: A1 _____ A3 _____ A6 _____ A7 _____ AC _____ Other _____

HCSO Staff Requesting Vendor Set-Up _____