



# THE CITY OF NORTH RIDGEVILLE

7307 AVON BELDEN ROAD, NORTH RIDGEVILLE, OHIO 44039

TELEPHONE: (440) 353-0851 FAX: (440) 353-1542



## Auditor's Office

Date: \_\_\_\_\_

Attention: \_\_\_\_\_

Fax#: \_\_\_\_\_

From: April Wilkerson, Auditor

Phone#: 440-353-0851

Fax#: 440-353-1542

Number of Pages: 11 including cover sheet

Please note that your entity is either a new vendor of the City of North Ridgeville or your vendor information needs to be updated. Therefore we need you to complete the following vendor informational forms:

- **Form W-9 Request for Taxpayer Identification Number and Certification**
- **Ohio New Hire Form**  
Complete and return only if your entity is an Individual / Sole Proprietorship
- **OPERS Independent Contractor / Worker Acknowledgment Form**  
Complete if you are providing any form of service for the City and you are an Individual / Sole Proprietor
- **OPERS Independent Contractor / Business Entity Acknowledgment Form**  
Complete if you are providing any form of service for the City and you are a Corporation / S Corporation / Partnership / LLC or any other type of Business Entity

**Please complete the applicable forms entirely and legibly. If the forms are not complete or ineligible they will be promptly returned for completion again. It is pertinent that the name on all forms be consistent and matches your Articles of Incorporation, Social Security Card or other legal document that established your entity.** Please return these completed form(s) in their entirety either by fax at 440-353-1542 or by email to [lspayde@nridgeville.org](mailto:lspayde@nridgeville.org). I thank you in advance for your prompt attention to this matter. Please do not hesitate to contact me at 440-353-0851 with any questions or concerns.