



P (505) 566-2600 • F (505) 960-9458 • P.O. Drawer 1318 • Farmington, NM 87499 • www.navajopride.com

Dear Vendor,

Here at Navajo Agricultural Products Industry (NAPI), we appreciate conducting business with your company. As a customer, the services and products that you provide are crucial in growing quality products that NAPI is very proud to stand behind.

Enclosed are the Vendor Application, the 2016 IRS W-9 form and NTTC Letter. To ensure that NAPI has your current information on file, please fill out the enclosed forms and return to address provided on the Vendor Application and any additional information that pertains to what is marked in the *Please check all that apply and provide the appropriate documentation* section.

If you should have any questions, please feel free to contact Ms. Tiffany Roquemore at 505-566-2600 or via e-mail at troquemore@navajopride.com.

Sincerely,

Brandy Scott
NAPI Controller

Enclosures: Vendor Application
IRS W-9 Form
NTTC Letter

cc: File



P.O. DRAWER 1318 - FARMINGTON, NM 87499 - PHONE (505) 566-2600

Vendor Application

Company Name: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: (____) _____ Fax Number: (____) _____

Federal ID: _____ CRS: _____

Nature Business being Provided: Services, please explain: _____

Or Products, please explain: _____

Email Address: _____

Accounts Receivable Contact Name: _____

Please check all that apply and provide the appropriate documentation.

- Certificate of Liability
- Completed W-9 Form
- Terms of Payment _____
- Monthly Statement Mailed to N.A.P.I.
- Charge Navajo Nation Tax
- NTTC Type: _____
- Sign up for E-Billing (accounts.payable@navajopride.com)

Please add any additional information or forms that will be required to do business with N.A.P.I.

Please email, fax or mail this back to: Tiffany Roquemore, NAPI Accountant

Email: troquemore@navajopride.com Fax: (505) 960-9458 Phone: (505) 566-2683

Signed by: _____ Title: _____

Print: _____ Date: _____

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part 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 backup withholding. For individuals, this is generally your social security number (SSN). However, for a 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 *How to get a 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 guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
OR					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 90%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

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) 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 brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

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.



P (505) 566-2600 • F (505) 960-9458 • P.O. Drawer 1318 • Farmington, NM 87499 • www.navajopride.com

Dear Vendor,

As a Navajo Nation enterprise, our business is located on reservation land just south of Farmington, New Mexico. Therefore, there are certain purchasing procurement practices NAPI must abide by to ensure applicable tax rates are either applied or exempt with regard to our physical location. This letter is to inform our vendors and to request a appropriate tax application or exemption for purchases with your company. Please consider the following:

- NAPI holds a Type 9 Non-Taxable Transaction Certificate (see excerpt on flip side)
 - Any purchases of goods are tax exempt, regardless of location.
 - Services performed off the reservation (off NAPI location) are susceptible to standard gross receipts sales tax.
 - For services performed on NAPI location, the Navajo Nation sales tax rate is applied, which is currently 5%.

For current Navajo Nation Tax rates, forms and proper application of the tax please refer to the Office of the Navajo Tax Commission website at www.navajotax.org.

Please also note, this letter applies to our 638 Company, a NAPI subsidiary which includes the Operations & Maintenance (O&M), ATRL (Soils Lab) and On-Farm Development (OFD) departments.

If your company requires an updated non-taxable transaction form, please contact our accounting department and **provide your company's active CRS, or State Tax ID, number;** Ms. Tiffany Roquemore can assist you by phone (505-566-2683) or e-mail (troquemore@navajopride.com).

Sincerely,

Brandy Scott
NAPI Controller