

City of Mansfield
Finance Department
NEW Vendor Requests

Businesses and/or individuals wishing to conduct business with the City of Mansfield must first be established as a “Vendor” with the City of Mansfield Finance Department.

The process begins by the business or individual submitting a IRS Form W9, along with a contact person and current telephone number through the City of Mansfield Department in which you will provide goods or services. Along with the W9 and contact information the city will require a current e-mail address. The e-mail address will be used to transmit approved purchase orders for requested goods or services. *NO VENDOR* is permitted to supply goods or services without first receiving an approved purchase order that contains an authorization number, as well as verbal authority from the department to act on the purchase order. Supplying goods or services without receiving the proper authorization may result in non-payment.

Additionally, *if you are a business providing services for the city with less than 5 employees* you are required to complete an OPERS Independent Contractor Form. This form must be submitted with the completed IRS Form W9 and contact information.

During the Vendor approval process the city is required to:

- Assure there are no findings against you or your business with the Ohio Auditor of State
- In the event you are a business or use a business name, you are required to be registered with the Secretary of State. If you conduct business as “John Smith” you may not be required to register. However, if you do business as “John Smith Plumbing” you will be required to register. (You can register your business on line by using the link supplied with a credit card.
<https://www.sos.state.oh.us/SOS/Businesses.aspx> “Click “File On-Line”. *Once completed you will be able to print a confirmation that you can supply with your W9 and associated paperwork.*
- Assure you are registered with the City Income Tax Office if required. Call 419.755.9711 in the event you are not sure if you need to register and they will assist you.
- Assure you have submitted the OPERS Independent Contractor Form if required. See above.
- Check individuals and businesses on the Foreign Terrorist Organization list

REQUIRED FORMS:

Blank IRS Form W9 (May fill in and print on-line @ <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

OPERS Independent Contractor Form @ <https://www.opers.org/forms-archive/pedackn.pdf>