

## VENDOR INFORMATION & OPEN INVOICES UPDATE

Attention Valued Vendor,

With year-end approaching, the City of Chester is in the process of updating its vendor records. It is an IRS / Audit requirement that the City maintain on file, a complete record for each approved vendor. Please provide the below documents within ***thirty (30) days of this notice.***

### Required Documentation:

- a. Current (Valid) business license
- b. Current certificate of occupancy (registered office location); (if applicable)
- c. Chester business privilege tax registration
- d. Current inspection certificate (if applicable)
- e. List of fee's for goods and services
- f. Proof of valid business insurance
- g. Proof of paid City of Chester real estate/business taxes (if applicable)
- h. Tax payer or EIN Certification
- i. Proof of DBE, MBE, or WBE Certification (if applicable)
- j. Current W9 Form
- k. Current open payables report and any invoices (if applicable)

### Mail to:

Attn: Ms. Caryn Thompson  
Accounts Payable Manager  
City of Chester – City Hall  
1 Fourth Street  
Chester, PA 19013  
Fax to: 610-447-7720  
Email to: cathompson@chestercity.com

### Purchasing Policy:

All vendors, approved or otherwise, providing solicited goods or services to the City of Chester are required to obtain a purchase order number from the City of Chester Finance Department prior to the delivery of goods or commencement of services. Failure to comply with the City of Chester's purchasing policy, may result in the removal from consideration for future business opportunities. At any point in time, the City of Chester, can decide to use another preferred vendor based on its appropriate qualifications. ***Please note for transparency purposes, providing the above necessary documents and remaining in compliance, does not signify a contract with the City of Chester.***

Thank you for your continued business relationship!

Sincerely,  
Councilor William Morgan  
Director of Account & Finance