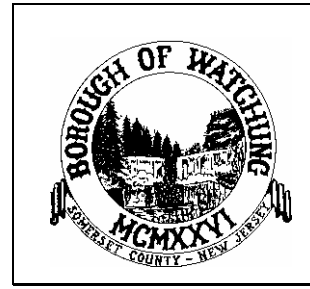


BOROUGH OF WATCHUNG

Finance Department



NOTICE TO VENDORS

If you have already sent a copy of your Business Registration Certificate, please disregard this notice.

In compliance with P.L. 2004, c.57, starting September 1, 2004, all business organizations and individuals that do business with the Borough of Watchung are required to be registered with the State of New Jersey and provide proof of that registration to the Borough. If you receive this notice, you are considered a vendor under the terms of the law and should forward your Business Registration Certificate to the Finance Department by mail (15 Mountain Boulevard, Watchung NJ 07069), fax (908.757.7027) or e-mail (bhance@watchungnj.com). Only nonprofit and government agencies are exempt.

The statute states that no purchase order can be issued or payment be made to a vendor who does not have a certificate on file with the borough. We do not want to hold back purchase orders or payments. Please take the time now to apply for the certificate and forward it to the finance department.

There is no charge to obtain a certificate. Businesses can obtain a certificate by calling 609.292.1730 or at www.nj.gov/njbgs. Individuals performing personal services can obtain a certificate by calling 609.292.1730 or at www.nj.gov/treasury/revenue/pdf/forms/reg.pdf.

The Business Registration Certificate should not be confused with the Public Works Contractor Registration Act required for construction contracts or the Certificate of Authority. A sample copy of the Business Registration Certificate is included with this letter.

Please also fill out the attached Form W-9 for our records and return it with the Business Registration Certificate. For your information, the Borough of Watchung is exempt from New Jersey Sales and Use Taxes imposed by the Sales and Use Tax Act (P.L. 1966, C. 30 and C. 53.) A New Jersey State sales tax exempt form is not required from governmental units to make tax exempt purchases because the State of New Jersey and its political subdivisions are automatically exempt under N.J.S.A. 54: 32B-9 (a)(1).

Thank you in advance for your attention to this matter.

Sincerely,

William J. Hance
Chief Financial Officer / Purchasing Agent