



# **PABST, KINNEY & ASSOCIATES, INC.**

A Real Estate Brokerage and Property Management Company

*[www.pabstkinney.com](http://www.pabstkinney.com)*

# **Vendor Packet**

248 Redondo Avenue  
Long Beach, California 90803

Brokerage: (562) 987-3244  
Management: (562) 439-2147  
Fax: (562) 439-8339

230 Redondo Avenue  
Long Beach, CA 90803

Accounting: (562) 433-9477  
Management: (562) 344-9219  
Fax: (562) 439-9105

13129 Philadelphia Street  
Whittier, CA 90601

Management: (562) 236-9069  
Fax: (562) 239-9072

## NOTICE TO ALL PABST KINNEY VENDORS

PLEASE KNOW THAT PABST, KINNEY WILL BEGIN MONITORING ALL VENDORS BEING USED FOR OUR OWNERS BASED UPON THE FOLLOWING ITEMS:

1. Current Active Good Standing for all required Business License, Insurance & Worker's Comp coverage.
2. Quality of Work must be excellent
3. References for any new vendor to be considered, Provide Phone Numbers
4. Time Completion of work based on verbal or written contract
5. Timely Submission of Invoice Billing upon work completed, 10 days maximum
6. Comparable competitive Pricing
7. Who recommended you to Pabst, Kinney & Associates

AS WE VALUE AND APPRECIATE ALL VENDORS BOTH CURRENT AND FUTURE, WE ALSO HAVE INCURRED PROBLEMS IN THESE AREAS THAT AFFECT OUR RELATIONSHIP WITH OUR OWNERS.

ANY VENDOR TO WHICH WE RECEIVE A REQUEST FROM THE STATE FOR "GARNISHMENT" AGAINST PAYMENTS, WE WILL HAVE TO DELETE FROM OUR VENDOR LIST AND NO LONGER UTILIZE.

THANK YOU IN ADVANCE.

Pabst, Kinney & Associates, Inc.

248 Redondo Avenue

Long Beach CA 90803

(562) 439-2147

Dear Vendors:

Thank you for working for Pabst, Kinney & Associates, Inc. Before our Accounting Department can process any invoices for the work you have performed we will need the following forms filled out and return to our office at your earliest convenience.

NAME: \_\_\_\_\_

TAX ID or SOCIAL SECURITY #: \_\_\_\_\_

STATE CONTRACTOR LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

BUSINESS LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

WORKERS' COMPENSATION CARRIER: \_\_\_\_\_

POLICY#: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

AGENTS NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

A certificate of Workers' Compensation Insurance and a copy of your Business License is also required and should be delivered to:

Pabst, Kinney & Associates, Inc.

248 Redondo Avenue

Long Beach, CA 90803

Fax (562) 439-9105

Thank you for your assistance,

Accounting Department

Pabst Kinney & Assoc. Inc.  
248 Redondo Avenue  
Long Beach, CA 90803  
(562) 439-2147

**Pabst, Kinney & Associates, Inc.  
Vendor Sheet**

Thank you for your interest in working with Pabst Kinney & Associates, Inc.

Before our Accounting Department can pay you any invoices for the work you have performed, we will need document proof of the following items:

1. W-9 (Completed filled out)
2. Copy of State Contractor's License
3. State Contractor's License Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_
4. If you are a Corporation, who is the Executive Officer? \_\_\_\_\_
5. If you are an LLC, who is the Managing Partner? \_\_\_\_\_
6. If you are a Partnership, who are the Partners? \_\_\_\_\_
7. Copy of Business License
8. Copy of Worker's Compensation Insurance
9. Copy of General Liability Insurance, is this a Self-Insured Retention (SIR) Liability Insurance? \_\_\_\_\_

**Relationships:**

Are you related to any past or present Pabst, Kinney Employee? \_\_\_\_\_  
Provide Name: \_\_\_\_\_  
Do you have any employees that are related to any past or present Pabst, Kinney Employee? \_\_\_\_\_ Provide Name: \_\_\_\_\_  
Are you a friend of any past or present Pabst, Kinney Employee? \_\_\_\_\_  
Provide Name: \_\_\_\_\_

Thank you for your assistance,  
Accounting Department

\_\_\_\_\_  
Property Supervisor  
Revised: 01/2017

## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check <b>only one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> 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) ▶ _____	<b>4</b> 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>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> 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.

<b>Social security number</b>									
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<b>or</b>									
<b>Employer identification number</b>									
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### 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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### 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](http://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.