**Vendor Registration Check List**

To expedite the procurement and payment process for our Miramar businesses, the City of Miramar requires vendors to register to do business with the City prior to the initiation of purchases. This process can be easily accomplished by completing the following steps:

* Be registered to do business in the State of Florida (see [www.sunbiz.org](http://www.sunbiz.org))
* Visit City of Miramar website to begin registration <https://www.miramarfl.gov/189/Vendor-Registration>
* Create username and password
* Be prepared to provide and attach the following information:
	1. Tax ID Number (TIN) issued by Internal Revenue Service (IRS)
	2. Company Address and Contact information including Contact Person, telephone and fax numbers and e-mail (Note: Purchase Orders will be sent via e-mail)
	3. Completed W-9 Form with Company name, address, TIN, signed, dated, and uploaded and attached (Note: this form can be accessed at <https://www.irs.gov/forms-pubs/about-form-w-9>)
	4. Business certifications (Example: Minority Business Enterprise Certification, Broward County Business Enterprise, or Small Business Enterprise Certification)
* Applicant must obtain a Miramar Business Tax Receipt issued by Miramar Business Tax Office – Required for Miramar businesses located within the boundaries of the City of Miramar