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DEPARTMENT OF PROPERTY AND PROCUREMENT
Building #1 Sub Base • St. Thomas • Virgin Islands • 00802
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Web Site: *http://www.pnpvi.org*

VENDOR APPLICATION FOR SOCIAL BENEFITS RECIPIENTS

Use this application for the creation of vendors that are the recipients of social benefits or other financial assistance from the Government of the Virgin Islands. These entities are normally not in the business of selling goods or services to the government. Please indicate if a Form 1099 must be issued to this entity at year end.

ENTITY/VENDOR INFORMATION

NAME OF ENTITY: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ E-mail: _____ Social Security No.: _____

Should a Form 1099 be issued to this employee? ☐ Yes ☐ No Federal Tax Identification No.: _____

REQUESTING DEPARTMENT/AGENCY INFORMATION

NAME OF DEPARTMENT OR AGENCY: _____

Department No.: _____ ☐ St. Thomas Office ☐ St. Croix Office ☐ St. John Office ☐ Water Island Office

Requested By: _____ Position Title: _____

Email Address: _____ Telephone No.: _____

Signature: _____ Date: _____

INSTRUCTIONS/JUSTIFICATION