



**Town Hall • 100 Main Street  
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## **AUDIT & CONTROL**

**Peggy Karayianakis**

Interim Director

Dear Sir/Madame:

The Internal Revenue Service requires the Town of Huntington to obtain a Taxpayer Identification Number (T.I.N) and/or Social Security Number from all vendors with whom it does business. This number is needed for the timely processing of payments and to keep accurate records with the Internal Revenue Service. *Failure to provide the Town with the applicable T.I.N. or Social Security Number could result in a \$50.00 penalty under Section 6723 of the Internal Revenue Service Code.*

Therefore, the Town of Huntington would appreciate it if you could insert either your T.I.N. Number or Social Security number (whichever is applicable to your business) on the attached W-9 Form. In addition, to help streamline the payment process, please fill out the enclosed Vendor Information Form completely and return both forms by mail, e-mail, or fax as per the information below:

Town of Huntington  
Comptroller's Office  
100 Main Street, Huntington, NY 11743  
*fax:* 631-351-2898  
*e-mail:* [accts\\_payable@huntingtonNY.gov](mailto:accts_payable@huntingtonNY.gov)

**No payments will be issued until these forms are received and processed by the Department of Audit & Control. Please be sure to fill out the accompanying forms completely. If you would like your payment done via direct deposit, please be sure to include an email address, so that a notification can be sent to you once the payment has been processed.**

Thanking you in advance for your cooperation.

Yours truly,  
*Comptroller's Office*  
Town of Huntington

