

Village of **NEW**
RICHMOND



To Whom It May Concern:

Thank you for your interest in doing business with the Village of New Richmond. In order to process payments to your organization, we will require the following enclosed paperwork:

- Vendor Information Form
- W-9
- Income Tax Business Registration Form 48 (If working in the Village 20 days)
- Independent Contractor Acknowledgement (If Applicable)

The Independent Contractor Acknowledgement form states that you have not been classified as a public employee and that no OPERS contributions will be made on your behalf for these services. This form only needs to be completed by independent contractors.

Return completed forms to:

Village of New Richmond
102 Willow Street
New Richmond, Ohio 45157
Fax: 513-553-7699
Email: lbaird@newrichmond.org

We thank you for your cooperation. If you have any questions or concerns. Please do not hesitate to contact our fiscal office at 513-553-4146.

Village of New Richmond
Fiscal Office

