October 29, 2024

**RE: Required Vendor Forms**

Dear Prospective Vendor:

West Chester Township is pleased that you wish to do business with us. In order to set-up your business as a Township vendor, there are two forms that the Township requires. An IRS W-9 and **either** the OPERS Non-Member Acknowledgement form (PEDACKN) from the Ohio Public Employees Retirement System (OPERS) **or** this letter stating that you are exempt from the PEDACKN form.

The Non-Member Acknowledgement form from OPERS is to be completed if you are an individual who begins providing personal services to a public employer on or after January 7, 2013, but are not considered by the public employer to be a public employee and will not have contributions made to OPERS. (***If you’re a vendor with less than five employees, and even if you have been assigned a Federal Tax Identification Number or Employer Identification Number, you must complete the OPERS Non-Member Acknowledgement form (PEDACKN)).***

***If you meet one of the following criteria, you are exempt from completing the OPERS Non-Member Acknowledgement form (PEDACKN). Please indicate the reason you are exempt and return this signed letter to us.***

|  |  |
| --- | --- |
|  | a college or university employee eligible and electing to participate in an Alternative Retirement Plan (ARP) |
|  | performing services through a business entity with five or more employees |
|  | government entity with more than five employees doing business with West Chester Township |
|  | individuals or businesses that solely supply goods and will not provide any personal services to the Township |
|  | * No individual employed by the vendor will be classified as a public employee due to the provision of goods called for by the agreement between the vendor and the Township; * No contributions will be remitted to OPERS for the vendor or individuals employed by the vendor for goods provided to the Township. |

**If any of the above exemptions are applicable, you are excluded from filling out the PEDACKN; however, if you are an OPERS benefit recipient, an SR-6 (Notice of Re-Employment or Contract Services of an OPERS or other system benefit recipient) will need to be filled out.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Vendor Name |  | Date |
|  |  |  |
| Signature |  | Name Printed |

Form(s) can be faxed to: 513.779.9369 or emailed to fkrutka@westchesteroh.org

**Please note we will not be able to process purchase orders or checks for goods or services until these forms have been completed and returned**.

West Chester has the ability to process payments using ACH transactions. If you would like us to process your payments electronically, please complete the attached ACH Authorization Form.

Thank you for your prompt attention to this matter. We look forward to our continued business together.