



Township of Montville

BUSINESS OFFICES:

MUNICIPAL BUILDING
195 CHANGEBRIDGE ROAD
MONTVILLE, NEW JERSEY 07045-9498
(973) 331-3300 • FAX: (973) 402-0787

POLICE DEPARTMENT:

PUBLIC SAFETY BUILDING
360 ROUTE 202
MONTVILLE, NEW JERSEY 07045-8697
(973) 257-4300 • FAX: (973) 334-4880

August 18, 2004

John Rosellini, Jr.
MAYOR

Marie Cetrulo
DEPUTY MAYOR

Dan Grant
COMMITTEEMAN

Steve Moscone
COMMITTEEMAN

Jean Bader
COMMITTEEWOMAN

TO: Montville Township Vendors

FROM: Frances L. Vanderhoof, Director of Finance

SUBJECT: Business Registration Certificates

As of September 1, 2004, the State of New Jersey requires that all contractors dealing with governmental units such as school districts, municipalities, etc. be registered with the Division of Revenue.

The purpose of this registration is to "ensure that all businesses and their subsidiaries receiving government contracts pay appropriate sales, use and other taxes. Out of state businesses competing with New Jersey based business often do not pay required taxes depriving the state of its rightfully due taxes.

Prior to doing business with your firm, we require that you forward a copy of your **New Jersey Business Registration Certificate**.

In addition to the above, the Township of Montville may not enter into a contract with a contractor unless it has received proof of business registration (a) at the time of bid or proposal submission, in response to a request for bids or proposals; or (b) for all other transactions, prior to issuance of a purchase order or other contracting document.

The above information applies to all contracts or purchase orders which are in excess of 15% or \$3,750. of the bid threshold (example \$25,000 X 15% equals \$3,750).

The law requires that bid and contract documents included specific references and language to inform contractors of their responsibilities. The language is part of the Instructions.

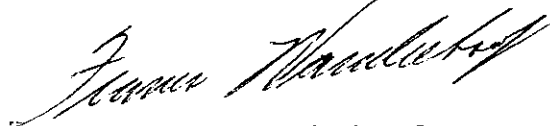
Failure to submit proof or registration is considered a mandatory rejection of bids (a non-waivable defect)

I have included information on how to register your business with the New Jersey Department of the Treasury. Questions can be directed to the web sites and telephone numbers on the registration information sheet. We are looking forward to receiving a copy of your Business Registration Certificate.

Thank you.

Very truly yours,

TOWNSHIP OF MONTVILLE

A handwritten signature in cursive script, appearing to read "Frances L. Vanderhoof".

Frances L. Vanderhoof,
Director of Finance/CFO
Purchasing Agent/QPA

Registering A Business with the New Jersey Department of the Treasury

Business organizations or individuals doing business in New Jersey are required to register with the Department of the Treasury, Division of Revenue. Registration is free and is a one-time action – there are no fees to register. However, you should update your contact and tax eligibility information as needed. Registration is required to conduct most business with any state, county, municipal, local board of education, charter school, county college, authority, or state college or university. The contracting agency may be required to have a copy of the “proof of registration certificate” submitted as part of a public bid or prior to issuing a purchase order.

To register: Businesses must complete **Form NJ-REG** and submit it to the Division of Revenue. The form can be filed form online or by mailing a paper form to the Division. Online filing is strongly encouraged.

- Register online at www.nj.gov/treasury/revenue/taxreg.htm. Click the “online” link and then select “Register for Tax and Employer Purposes.”
- Download the paper form and instructions at www.nj.gov/treasury/revenue/revprnt.htm.
- Call the Division at 609-292-1730 to have a form mailed to you.
- Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Note: If you operate a corporation, limited partnership, limited liability company or limited liability partnership, before registering, you must obtain legal authority to operate in the State of New Jersey. Generally, this is accomplished by filing an original business certificate with the Division of Revenue, such as a Certificate of Incorporation or Formation. For more information on this subject, visit www.nj.gov/treasury/revenue/filecerts.htm, or call 609-292-9292.

Registering as an individual: There is a simplified registration process for individuals doing business with any New Jersey government agency. The form (NJ-REG-A) may be on the back of this form. If not, it can be downloaded from the web at www.nj.gov/treasury/revenue/pdforms/reg_a.pdf. To obtain a copy by mail, call 609-292-1730, or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Questions about the registration process? Call 609-292-1730.

How do I receive the proof of registration certificate?

- New registrants. When completing Form NJ-REG, make sure you answer “Yes” to the contractor/sub-contractor question (Online - Item 17; Paper Form - Item 18). The Division of Revenue will mail the certificate to the mailing address you supply on your registration form.
- Previously Registered Businesses. Call 609-292-1730 and select option 3. The Division of Revenue’s service agents will take your order and mail you a certificate. Please allow 7 to 10 working days to receive your certificate. Alternately, you may visit the Division’s Client Registration Bureau in person and request a certificate. The address is 847 Roebling Avenue, Trenton, NJ 08611. Service desk hours are 8:30am to 4pm, weekdays, excluding holidays.

What information does the proof of registration contain? The certificate displays the following information: Business Name, Trade Name (If Applicable), Tax Payer ID (Usually the Employer Identification Number), Business Address, Contractor Certification Number (State Issued), Certification Issuance Date, Effective Date (Business Start Date Entered on Form NJ-REG).

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME:

TAX REGISTRATION TEST ACCOUNT

TAXPAYER IDENTIFICATION#:

970-097-382/500

ADDRESS:

247 FREBLING AV

TRENTON NJ 08602

ISSUANCE DATE:

07/14/04

FOR MERCHANDISE

TRADE NAME:

CLIENT REGISTRATION

SEQUENCE NUMBER:

0107330

ISSUANCE DATE:

07/14/04

Acting Director



This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.