

Purchasing Department

116 West Jefferson Street
Thomasville, Georgia 31799
229-225-4100



November 6, 2024
INVITATION TO BID
Office Supplies

You are invited to submit a sealed bid for providing the following **Office Supplies** for the Thomas County Board of Commissioners. Attached are the general conditions, standard instructions, bid specification, and bid form. Variation from the given specifications should be noted on the bid form with an explanation of said variation(s) attached. Bids are to be marked with bidder's name and address and labeled: "**Bid for Office Supplies**" and mailed or delivered to the following address no later than 1:00 p.m.; local time, Friday, November 29, 2024.

Deadline for receiving bids: 11/29/2024 1:00 p.m.
(date) (time)

Tentative Award Date: 12/10/2024 1:00 p.m.
(date) (time)

Address all bids to:

THOMAS COUNTY BOARD OF COMMISSIONERS
SEALED - Bid for "Office Supplies"
ATTN: PURCHASING DEPARTMENT
P.O. Box 920
116 West Jefferson Street, Room 220
Thomasville, Georgia 31799

Any inquiries concerning this bid should be made to Nisha Thurman, Purchasing, at the above location or at (229) 225-4100. Nisha.Thurman@thomascountyga.gov.

PLEASE CALL OR E-MAIL CONFIRMATION OF RECEIPT OF THIS INVITATION TO BID

GENERAL CONDITIONS

No bids received after said time or at any place other than the time and place stated in the notice will be considered. Bids will be awarded in whole or in part.

WITHDRAWAL OF BID:

A bidder may withdraw his bid before the expiration of the time during which bids may be submitted without prejudice to the bidder, by submitting a written request of withdrawal to the Thomas County Board of Commissioners, Purchasing Department.

REJECTION OF BID:

Thomas County may reject any and all bids, and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Thomas County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure. Thomas County will be the sole judge which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operation or product of the various bidders.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The bidder may be required, upon request, to prove to the satisfaction of Thomas County that he/she has the skill and experience and the necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any bidder is not satisfactory, the bid of such bidder may be rejected. The successful bidder is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a bid, the bidder represents and warrants that such bid is genuine and not fraudulent or collusive or made in the interest or in behalf of any person not therein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a fraudulent bid, or any other person, firm or corporation to refrain from bidding and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

INTEREST OF:

By submitting a bid, the bidder represents and warrants that neither a Commissioner nor Chairman of Thomas County has, in any manner, an interest, directly or indirectly in the bid or in the contract that may be made under it, or in any expected profits to arise therefrom.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to bidders, general conditions, and instructions for bidders, special conditions, specifications, bid and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS TO BIDDERS

1. The written specifications contained in this bid will not be changed or superseded except by written addendum from Thomas County. Failure to comply with the written specifications for this bid may result in disqualification by Thomas County.
2. All goods and materials will be F.O.B. Thomas County Board of Commissioners and departments located within the county - no freight or postage charges will be paid by Thomas County unless such charges are included in the bid price.
3. All bids must be sealed, received and in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place without consideration, regardless of the postmark. Thomas County accepts no responsibility for mail delivery.
4. Each bid form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid. When submitting a bid package to Thomas County, the first page of your bid package should be the Bid Form listing price, delivery, etc. unless the bid form is requested to be in a separate sealed envelope.
5. No bids received after said time or at any place other than the time and place stated in the notice will be considered.
6. Thomas County may reject any and all bids, and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Thomas County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure. Thomas County will be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operation of the various bidders.
7. Telephone bids will not be accepted unless stated in invitation.
8. No sales tax will be charged on any orders. Thomas County is exempt as outlined by Georgia State Law.
9. Bidders will state delivery time after receiving order.
10. Unless otherwise stated, all bids submitted will be valid and may not be withdrawn for a period of 90 days from the due date of the bid.
11. The results will be e-mailed to all bidders after the tabulation is completed. Results of the bids will not be available orally.
12. All responses must be submitted on the provided bid format. Exception from this format will not be accepted. Any offeror who believes that the bid format is unclear shall submit all questions upon receipt.

2025 Office Supply Bid
January 1, 2025 – December 31, 2025

Category	Description	Quantity/ Box	Item Order #	Price
Sticky Notes	1 ½ x 2	12 pads/pk		
	3 x 3	12 pads/pk		
	3 x 5	12 pads/pk		
Correction Tapes & Fluid	Correction tape Single line disposable	1		
	Correction fluid Multi purpose	1		
Tape	Invisible tape, refill roll ¼" x 1296"	10 rolls		
	Clear Sealing Tape	1 roll		
	Tape dispenser	1		
Glue	Med Glue Stick	1 stick		
	Lgr Glue Stick	1 stick		
Legal Notepads	White 5x8 legal pads	12 pads/pk		
	Yellow 5x8 legal pads	12 pads/pk		
	White 8 ½ x 11 legal pads	12 pads/pk		
	Yellow 8 ½ x 11 legal pads	12 pads/pk		
	White 8 ½ x 14 legal pads	12 pads/pk		
	Yellow 8 ½ x 14 legal pads	12 pads/pk		
Steno Books	Green tint 70 pg	12/pk		
Phone Message Books	4 up 400 sets	1		
	Message pads "While You Were Out" 4x5 pink	12		
Index Cards	3 x 5 ruled	100		
	3 x 5 unruled	100		
	4 x 6 ruled	100		
	4 x 6 unruled	100		
	3x5 Laser & Inkjet Avery 5388	150		
Clasp & Coin Envelopes	#3 2 ½ x 4 ¼ Coin Envelopes	1000		
	#7 3 ½ x 6 ½ Coin Envelopes, gummed	500		
	#35 5 x 7 ½	100		

Category	Description	Quantity/ Box	Item Order #	Price
	#55 6 x 9	100		
	#63 6 ½ x 9½	100		
	#75 7½ x 10½	100		
	#90 9 x 12	100		
	#93 9½ x 12½	100		
	#97 10 x 13	100		
	#110 12 x 15 ½	100		
	10 X 13 Interdepartment	100		
Envelopes	#9 plain white	500		
	#9 window	500		
	#10 plain white	500		
	#10 window	500		
Envelope Moisteners	Envelope moistener	1		
Fingertip Moisteners	Fingertip moisteners	1		
	Rubber Fingertips, medium	12		
Dividers/ Sheet Protectors	5 tab dividers, clear tabs	1 set		
	5 tab dividers, asst color tabs	1 set		
	8 tab dividers, clear tabs	1 set		
	Pre-printed tab dividers A-Z leather style	1 set		
	Top loading sheet protectors, clear 8 ½ x 11	100		
	Side loading Sheet protectors, clear 8 ½ x 11	25		
File Folders	1/3 cut letter size, manila	100		
	1/3 cut letter size, red	100		
	1/3 cut letter size, green	100		
	1/3 cut letter size, blue	100		
	1/3 cut letter size, assorted	100		
	1/3 cut legal size, manila	100		
	1/3 cut legal size, blue	100		
	1/3 cut legal size, green	100		
	1/3 cut legal size yellow	100		
	Smead ET2-1522L, end tab 1/2 cut, manila	100		
	Smead 152-5L, guide height 2/5 cut, manila	100		
	Smead ET2-153L, end tab 1/3 cut, manila	100		
Pocket Folders	2-pocket folders, green, letter size	25		

Category	Description	Quantity/ Box	Item Order #	Price
Hanging Files	Frames letter	1		
	Frames legal	1		
	Legal hanging file folders (1/5)	25		
	Letter hanging file folders (1/5)	25		
Expandable File Folders	Wallet 3 ½ Expansion, 10x15 with elastic cord	1		
	Pocket 1 ¾" Expansion, letter size	25		
	Pocket 3 ½ Expansion, letter size	25		
	Pocket 3 ½ Expansion, legal size	25		
	Pocket 5 ¼ Expansion, letter size	10		
	Pocket 5 ¼ Expansion, green, letter size			
	Pocket 5 ¼ Expansion, legal size	10		
	Jacket 1" Expansion, manila, letter size	50		
	Jacket 2" Expansion, manila, letter size	50		
	Expandable employee jackets 1 ½ Expansion, 9 ½ x 11 ¾	25		
Calculator Supplies	Red/black nylon Calculator ribbon BR80C-6	1		
	Porelon 42-2 Replacement Ink Rollers R1427	1		
	Calculator Paper Rolls 2¼" X 130	12		
3 Ring Notebooks	1" black	1		
	1" white	1		
	2" black	1		
	2" white	1		
	3" black	1		
	3" white	1		
	4" black	1		
	4" white	1		
	1" red	1		
	1" blue	1		
	1" Polytex Binder black	1		
Stapler Supplies	Swingline #444 Stapler (no alternatives)	1		
	Stanley Bostitch Staple Standard chisel point	5000		
	HD 1/2" Staple	1000		
	HD 3/8" Staple	1000		
	HD 5/8" Staple	2500		
	Staple Remover	1		

Category	Description	Quantity/ Box	Item Order #	Price
Paper Clips	Regular	100		
	Jumbo	100		
	Paper Clip Holder/Dispenser , Magnetic	1		
Binder Clips	Mini ½"	12		
	Small ¾"	12		
	Medium 1 ¼"	12		
	Large 2"	12		
Rubber Bands	#19 3 ½ x 1/16	1 lb		
	#33 3 ½ x 1/8	1 lb		
	#54 Asst.	1 lb		
	#64 3 ½ x 1/4	1 lb		
Fasteners	2 prong 2 ¾ center 2" base, 2 hole	50		
	Prong Paper Fasteners, 2 3/4" Base, bases only	100		
Computer Diskette/CD	CD-RW 700MB / 80 minutes Recordable Media Spindle	25		
	CD-R 700MB / 80 minutes Recordable Media Spindle	100		
	DVD+R 4.7 GB / 120 minutes Recordable Media Spindle	100		
	DVD+RW 4.7GB / 120 minutes Recordable Media Spindle	100		
	DVD+RW 4.7GB / 120 Minutes Rewritable Media w/Slim Jewel Cases	10		
	Memorex CD/DVD Keepers Asst. Color (plastic)	25		
	Memorex CD/DVD Sleeves White (paper)	100		
Computer Labels	AVE5160 Address labels, 1 x 2 5/8", white	3000		
	AVE5161 Address labels, 1 x 4, white	2000		
	AVE5266 File Folder Labels, 2/3 x 3 7/16 Assorted (blue, green, red, white & yellow)	750		
	AVE5366 File Folder Labels, 2/3 x 3 7/16, white	1500		
	AVE8464 Shipping Labels, 3 1/3 x 4, white	600		
	AVE05452 Removable ID labels, 4 x 1 ½, white	150		
	AVE30400 Labels 1x 2 ¾ , white	3300		

Category	Description	Quantity/ Box	Item Order #	Price
Computer Cleaning Supplies	Antistatic wipes	80		
	Can Air Duster	1		
	Hand towelette	50		
	Monitor Screen Cleaning Wipes	120		
Data Binders	Columnar Pad, 6 column, 8 1/2x11, green	1		
	Ending Balance Ledger Sheets, 9 1/4x11 7/8 green, Wilson Jones WLJGN2D	100		
	Columnar Sheets 11x17, 30 columns , Wilson Jones WLJG5030	100		
	Pressboard data binders, 14 7/8x11, blue	1		
	Pressboard data binder 11x9 1/2 , blue	1		
	Pressboard Hanging Data Binder, 9 1/2x11, dark blue			
	Columnar Pad, side bound, 8 1/2x11, 3 columns, green	1		
Journals (log books)	300 pg green 12 1/8 x 7 5/8 double entry BOR66300J	1		
Calendars	Calendar base	1		
	Calendar refills	1		
	Lg. desk pad Calendar	1		
	20x30 monthly wall calendar	1		
Clipboards	Letter size	1		
	Legal size	1		
Boxes	Storage Boxes Letter/Legal	12		
Pencils Mechanical	Mechanical Pencils 0.7 mm Papermate PAP30301 (no exceptions)	12		
	Mechanical Pencils 0.5 mm Papermate PAP61381 (no exceptions)	12		
	Pentel 0.5 mm black refills	1		
	Pentel 0.7 mm black refills	1		
Pencils Wooden	#2 Pencil	12		
	Colored pencils, assorted	12		
Printer Ink & Toner	HP 05A Black CE505A	1		
	HP 12A Black Q2612A	1		

Category	Description	Quantity/ Box	Item Order #	Price
	HP 26X Black CF226X	1		
	HP 38A Black Q1338A	1		
	HP 42X Black Q5942X	1		
	HP 45 Black 51645A	1		
	HP 49A Black Q5949A	1		
	HP 55A Black CE255A	1		
	HP 56 Black C6656AN	1		
	HP 57 Tri-Color C6657AN	1		
	HP 58 Tri-Color C6658AN	1		
	HP 72 Photo Black C9370A	1		
	HP 72 Cyan C9371A	1		
	HP 72 Magenta C9372A	1		
	HP 72 Yellow C9373A	1		
	HP 72 Gray C9374A	1		
	HP 72 Matte Black C9403A	1		
	HP 78 Tri-Color C6578DN	1		
	HP 80A Black CF280A	1		
	HP 85A Black CE285A	1		
	HP 95 Tri-Color C8766WN	1		
	HP 97 Tri-Color C9363WN	1		
	HP 98 Black C9364 WN	1		
Fax Toner	Brother PC201	1		
	Brother PC301	1		
	Brother Intellifax 2800 TN-250 Toner	1		
	Brother Intellifax 2800 DR-250 Drum	1		
	Brother Intellifax 2820 TN-350 Toner	1		
	Brother Intellifax 2820 DR-350 Drum	1		
	Brother Intellifax 2840 TN-450 Toner	1		
	Brother Intellifax 2840 DR-420 Drum	1		
	HP701/CC635A Fax Toner	1		
Typewriter Ribbons / Lift-Off Tape	Lift-Off Typewriter Tape, IBM Wheelwriter Series, DPSR5111	1		
	Lift-Off Typewriter Tape, IBM Wheelwriter Series, DPSR5110	1		
	Correctable Film Typewriter Ribbon, IBM 670X Selectric III, Porelon B86HY	1		
	Nakajima AE-710 Ribbons, DPSR7310	1		
	Typewriter Lift-Off Tape 86L	1		
Highlighters	Yellow Broad Tip Highlighter	12		
	Green Broad Tip Highlighter	12		

Category	Description	Quantity/ Box	Item Order #	Price
	Pink Broad Tip Highlighter	12		
	Blue Borad Tip Highlighter	12		
	Orange Broad Tip Highlighter	12		
	Assorted, Pen Style (blue,green,orange, pink,yellow, purple)	12		
Markers	Sanford Sharpie, Fine Pt, Black SAN30001	12		
	Sanford Sharpie, Fine Pt, Red SAN30002	12		
	Sanford Sharpie, Fine Pt, Blue SAN30003	12		
	Sanford Sharpie, Extra-Fine Pt, Black SAN37001	12		
	Permanent Marker, Chisel Tip Wide, Black	12		
	Dry Erase Markers, Chisel Tip, assorted (red, black, blue,green)	4/pk		
	EXPO Dry-Erase Markers, Chisel Tip, Black	12/pk		
Pens	Stick, medium pt, black	12		
	Stick, medium pt, blue	12		
	Stick, medium pt, red	12		
	Stick, fine pt, black	12		
	Stick, fine pt, blue	12		
	Stick, fine pt, red	12		
	Stick, med pt, clear barrel, black	12		
	Stick, med pt, clear barrel, blue	12		
	Stick, med pt, clear barrel, red	12		
	Bic Click Stic, med pt, retractable, black,CSM11BLK	12		
	Bic Round Stic Grip Ballpoint, med pt, black, GSMG11BK	12		
	Bic Round Stic Ballpoint, med pt, black,GSM11BLK	12		
	Universal Rollerball Stick, Gel, Med pt, black UNV39510	12		
	Universal Rollerball Stick, Gel, Med pt, blue UNV39511	12		
	Universal Rollerball Stick, Gel, Med pt, red UNV39512	12		
	Sanford Uniball Onyx Rollerball .7mm fine pt Black	12		
	Sanford Uniball Onyx Rollerball .7mm fine pt Blue	12		
	Sanford Uniball Onyx Rollerball .7mm fine pt Red	12		
	Sanford Uniball Onyx Rollerball .5mm micro pt Red	12		
	Stay Put type Replacement Pen, black	1		
	Stay Put type Pen with Base, black	1		
	Counterfeit detector pens	1 (pk/3)		

Category	Description	Quantity/ Box	Item Order #	Price	
Paper	20# 8 ½ x 11, White	Case			
	20#, 8 ½ x 11, White 3 hole punched	Case			
	20# 8½ x 14, White	Case			
	20# 8 ½ x 14, White	Ream			
	20# 11x17 White	Case			
	20# 11x17 white	Ream			
	67# 8 ½ x11, Ivory, Vellum	Ream			
	67# 8 ½ x 11, White, Vellum	Ream			
	30# 9 x 12 1/2, Blue Manuscript, Southworth 41SM	Box			
	20# 8 ½ x 11 Color Bond, Blue	Ream			
	20# 8 ½ x 11 Color Bond, Green	Ream			
	20# 8 ½ x 11 Color Bond, Canary	Ream			
	20# 8 ½ x 11 Color Bond, Goldenrod	Ream			
	20# 8 ½ x 11 Color Bond, Pink	Ream			
	20# 8 ½ x 11 Color Bond, Ivory	Ream			
	20# 8 ½ x 11 Color Bond, Gray	Ream			
	20# 8 ½ x 11 Color Bond, Lilac	Ream			
	20# 8 ½ x 11 Color Bond, Cherry	Ream			
	Post-it flags	Asst Arrow Flags	100		
Arrow Flags, "Sign Here"		120			
Time Clock Supplies	Lathem 4001 / 2121 Time Clock Ribbon, LTH72CN	1			
	Lathem 1000E Time Clock Ribbon, VIS6008	1			
	Tops Time Cards TOP1275	500			
	Acroprint ES1010 Time Cards ACP099111000	100			
Misc	Scissors	1			
	12" single edge wood ruler	1			
	Gold foil notary & cert seals	44/pk			
	Reinforcements, ¼ hole punched hole, wht	1000			
	DYM520109 Embossed Vinyl Labeling Tape, .38 x 9.8, Glossy Black	1			
	DYM30251 LabelWriter Labels 1 1/8 x 3 ½, White	2 rls/pk			
	Chair mat 45x53 wide lip (low pile carpet)	1			
	Expo dry eraser	1			
	Expo cleaner 8oz	1			
	Rolodex	1			
	Laminating Pouches 5 mil 8 ½ x 11	100/bx			
	2 hole punch	1			
	3 hole punch (10 sheet capacity)	1			
	Hanging File Folder Tabs Clear, 1/3 cut	25/pk			
	Pushpins, clear	100/pk			

Category	Description	Quantity/ Box	Item Order #	Price
	Self-Inking Stamp Refill Ink, 1 oz, Black	1		
	Self-Inking Stamp Refill Ink, 1oz, Blue	1		
	Self-Inking Stamp Refill Ink, 1 oz, Red	1		
Batteries	AA	24		
	AAA	24		
	9 Volt	12		
	D	12		
	C	12		
Printed Stationary	Letterheads (3 color Ink)	500		
	Business Cards	500 1000		
	Return Envelopes w/ window	500 1000 2500 5000		
	Regular Return Envelopes w/o Window	500 1000 2500 5000		
	Notary Stamps	1		

It is agreed by the undersigned bidder that the signature and submission of this bid represent the bidder's acceptance of all terms, conditions and requirements of bid specifications and, if awarded, the bid will represent the agreement between the parties.

Company Name: _____

Address: _____ City/State/Zip: _____

Contact Person: _____ Title: _____

Telephone Number: _____ Fax Number: _____ E-Mail: _____

Signed (sign manually, in ink): _____

Name Printed: _____ Title: _____ Date: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
<input type="checkbox"/> Exempt payee	
<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number	

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.