
Purchasing

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Tax Forms

Each new vendor wishing to provide services to the Palm Springs Unified School District shall be required to provide a W-9, CA 587 or Ca 590 depending on their tax and resident status. A new vendor is one who has not contracted with or been issued payment by the District in the past.

For your convenience, **Form W-9** is included in this packet. Additional information can be found on the Internal Revenue Service website at www.irs.gov/forms-pubs/about-form-w9.

The State of California mandates their Public Agencies to ensure resident and non-resident vendors have declared their exemption from paying State taxes or have the funds withheld by the withholding agent.

Form 587 - Non Resident Allocation Worksheet - By completing this form, the vendor shall have 7% of each future payment for services (in excess of \$1,500 per annum) which are rendered within the State of California withheld, and subsequently paid to the State of California Franchise Tax Board. **Non-resident Providers are to itemize their invoices to reflect in-state services.**

Form 590 - Withholding Exemption Certificate - By completing this form, the vendor is stating that they are exempt from paying the 7% non-resident tax and is to provide a copy of the Secretary of State (SOS) Form issued by the Secretary of State, certifying tax exemption along with the completed Form 590.

Please be aware that should your exemption status change at any time, it is the responsibility of the vendor to notify the District by submitting an updated form.

Both the Form 587 and Form 590, along with detailed information and instructions can be found on the Franchise Tax Board website at <https://www.ftb.ca.gov/>.

Please review each form closely, complete the one that you qualify under, sign, and return to the District with your Provider packet.