

Attachment

REQUIRED VENDOR INFORMATION

CITY TAX ID

In order to add a vendor to ACIS (automated contract information system) the vendor must have a Revenue Department "City Tax ID Number" and a License & Inspection "Business Privilege License" (if applicable). All vendor requests that lack this information will be rejected.

For the City Tax ID Number, refer to the city's website www.phila.gov for an application form. You may apply on-line at www.phila.gov/revenue. Click-on "On-line services". Application forms are also available at the Department of Revenue, located in the Public Service Concourse of the Municipal Services Building.,

For Revenue Information:

CALL: (215) 686-6600

EMAIL: revenue@phila.gov

INTERNET: www.phila.gov/revenue

BUSINESS PRIVILEGE LICENSE REQUIREMENTS (BPL) (FOR-PROFITS ONLY)

No contract shall be entered into with a contractor who does not have a City Business Privilege License (BPL). As stipulated in the Philadelphia Code, Section 19-2602, Subsection 1, a BPL is required of any person or corporation engaged in any business within the city limits of Philadelphia whether or not such person or corporation maintains a place of business within Philadelphia.

The license is issued for a one-time fee of \$250. BEFORE APPLYING FOR A BPL, A CITY TAX ACCOUNT NUMBER MUST BE OBTAINED FROM THE PHILADELPHIA DEPARTMENT OF REVENUE..

Application forms for the BPL are available from the Department of Licenses and Inspections, License Issuance Unit, located in the Public Service Concourse of the Municipal Services Building, 1401 JFK Boulevard.

OR apply on-line at www.phila.gov/li

Click on "Online Service Requests", then go to "Forms"

For License and Inspection Information

call : (215) 686-2490

EMAIL: license.issurance@phila.gov

INTERNET: www.phila.gov/li

