

APPLYING FOR THE EMERGENCY RENTAL ASSISTANCE (ERA) PROGRAM



**Palm Beach County
COMMUNITY
SERVICES**

Helping People Build Better Communities



Today's Agenda

IS YOUR
TENANT
**STRUGGLING
TO PAY RENT
DUE TO COVID-19?**



Emergency Rental Assistance may be available if your tenant is eligible.

LANDLORD INFORMATION SESSION THURSDAY APRIL 29, 2021

Two sessions to choose from:

12:00 P.M.

JOIN VIA ZOOM:
<http://bit.ly/landlordorientationApril12pm>
Meeting ID: 418 780 1000
Passcode: 4700cscd

or

5:30 P.M.

JOIN VIA ZOOM:
<http://bit.ly/landlordorientationApril530pm>
Meeting ID: 870 2405 0842
Passcode: 4703cscd

For more information, email CSDCares@pbcgov.org or call (561) 355-4792.

REGISTER NOW <https://landlordorientationapril.eventbrite.com>

TOPICS:

Emergency Rental
Assistance Eligibility
Requirements

Rapid Response
Eviction Prevention
Program

Helping Tenants
Apply for Assistance

Becoming A
County Vendor

Eviction Prevention
Moratorium

Other Resources
Available



Palm Beach County Board of County Commissioners
Dave Kerner, Mayor, Robert S. Weinstroth, Vice Mayor
Maria G. Marino, Gregg K. Weiss, Maria Sachs
Melissa McKinlay, Mack Bernard



ELIGIBILITY GUIDELINES

TO QUALIFY FOR ASSISTANCE, INDIVIDUAL(S) MUST:

- 1) Be a PBC resident renting in a residential dwelling, and;
- 2) Household income is at or below 80% AMI (emphasis on 30% and below), and;
- 3) Qualified for unemployment, or;
- 4) Experienced a reduction in income directly or indirectly from COVID-19, or;
- 5) Can demonstrate a risk of experiencing homelessness or housing instability.



Area Median Income (80% and Below)

Household/ Family Size	30%	50%	80%
1	\$18,450	\$30,750	\$49,200
2	\$21,100	\$35,150	\$56,200
3	\$23,750	\$39,550	\$63,250
4	\$26,350	\$43,900	\$70,250
5	\$30,680	\$47,450	\$75,900
6	\$35,160	\$50,950	\$81,500
7	\$39,640	\$54,450	\$87,150
8	\$44,120	\$57,950	\$92,750
9	\$48,600	\$61,500	\$98,350
10	\$53,080	\$65,000	\$104,000



Individual(s) have indirectly lost income or incurred significant cost due to COVID-19 if:

- a) An individual who supported the household financially is now unable to pay due to a loss of job or income as a result of COVID-19**
- b) An individual incurred cost by caring for someone who had COVID-19**
- c) An individual experienced an Increased childcare cost due to COVID-19**
- d) An individual experienced an increase in utility cost due to COVID-19**
- e) An individual experienced an increase in medical cost due to COVID-19**



What documentation is needed to prove a household is at risk of experiencing homelessness or housing instability?

1. A past due utility or rent notice or eviction notice, or
2. Unsafe or unhealthy living conditions, or
3. Any other evidence of risk, as determined by the grantee.



BENEFIT PARAMETERS

WHERE APPLICABLE, HOUSEHOLDS MAY:

- 1) Receive help with rent and utilities only
- 2) Receive up to 12 months back rent
- 3) Receive up to 3 months forward rent (must pay arrears first)
 - Must provide documents to show the issue still exists every 3 months



PRIORITY HOUSEHOLDS

PRIORITY WILL BE GIVEN TO:

- Households at or below 30% of AMI
- Households with an eviction notice
- Individuals who have been unemployed for more than 90 days



DOCUMENTATION REQUIRED

Evidence of COVID-19 direct or indirect impact

Evidence of risk of homelessness or housing instability

Evidence of Income Eligibility:

- Wage statement, unemployment compensation statement or a copy of Form 1040 as filed with the IRS for the household
- Income from the past two months prior to the submission of the application (paystubs, tax returns, unemployment income, etc.)
- Determination letter after January 1, 2020 from a local, state, or federal government assistance program

For Rental Assistance:

- Current lease agreement and balance statement signed by the landlord

For Utility Assistance:

- Copy of past due utility bill or disconnection notice

Valid government issued ID

SS Card for the Applicant



FOR MORE INFORMATION
CALL

(561) 355-4792

OR EMAIL US AT

CSDCARES@PBCGOV.ORG

Website

www.RentalAssistancePBC.org



The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The text is centered in a clean, sans-serif font.

Join our *SMART* Landlord
Program:
Register as a County Vendor



From the County website at www.discover.pbcgov.org
Select Online Services



Search...

Online Services

Apply/Register

- [Active Registered Vendors](#)
- [Adopt a Pet](#)
- [Apply for a Job](#)
- [File a Consumer Affairs e-Dispute](#)
- [Obtain an Engineering E-Permit](#)
- [Obtain Boat Trailer Parking Permit](#)
- [Register as a Lobbyist](#)
- [Register as a PBC Vendor or activate an existing account](#)
- [Register for Parks & Recreation Program](#)
- [Register to Vote](#)
- [Sign up for New Water Utility Service](#)

Book/Reserve

- [Book Golf Tee Time](#)
- [Reserve a Library Book or Video](#)
- [Reserve a Picnic Pavilion](#)

Mobile Apps

- [Palm Tran \(iOS Apps\)](#)
- [PAPA Mobile](#)
- [PBC Dart Damage Assessment and Resources Tool \(Android Apps\)](#)
- [PBC Dart Damage Assessment and Resources Tool \(iOS Apps\)](#)
- [PBC ERM Mobile Maps \(Android Apps\)](#)
- [PBC ERM Mobile Maps \(iOS Apps\)](#)
- [PBC ERM Mobile Maps \(Windows Phone 7\)](#)

Pay a Fee

- [Zoning Fees](#)
- [Planning Fees](#)
- [Miscellaneous Fees](#)
- [Contractors Certification Fees](#)
- [Code Enforcement Fees](#)
- [Building Permit Fees](#)
- [Hunting and Fishing Licensing](#)

From the Online Services

Select Register as a PBC vendor or activate an existing account

FLORIDA The Best of Everything

Purchasing

Home Purchasing Business Opportunities Vendor Registration Staff Directory

Vendor Registration

ATTENTION ALL NEW AND EXISTING VENDORS:

Due to the Local State of Emergency, updates made to Vendor Self-Service Accounts will not be processed until May 18, 2020. We apologize for any inconvenience this may cause.

Palm Beach County's ("County") Vendor Self Service ("VSS") System provides New and Existing Vendors with access to County solicitations for all goods and services. VSS is updated on a daily basis to provide you with current information regarding County solicitations, vendor registration information and vendor payment/status information.

All existing vendors MUST activate their vendor information/account in VSS including their email address and commodity codes, in order to receive notifications of solicitations when advertised and to check payment status.

Click on this link to register as a *new* vendor OR to activate an *existing* vendor account:

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>

[Vendor's Guide to Doing Business](#)

Small Business Enterprises

The Palm Beach County Board of County Commissioners encourages Small Business Enterprises (SBEs) to register as vendors with the Purchasing Department and to participate in

There is a link to register and a Vendor's Guide to Doing Business

<http://discover.pbcgov.org/purchasing/Pages/Vendor-Registration.aspx>



Welcome to Palm Beach County's Vendor Self-Service (VSS) Registration System

As a registered vendor with Palm Beach County, VSS provides you with the following features:

Business Opportunities: Construction & Non-Construction Solicitations; Email Notifications of Business Opportunities; Public Access to Business Opportunities

Financial Transactions: View Payment History; Review Currently Held Master Agreements

Vendor Account Maintenance: Addresses; Contacts; Commodity Code Selections (Vendors must select NIGP Commodity Codes for the good(s) and/or service(s) they provide in order to receive email notifications of business opportunities with Palm Beach County.)

Office of Equal Business Opportunity: Small/Minority/Woman Owned Business Enterprise (S/M/WBE) are encouraged to click on the Office of Equal Opportunity (OEBO) link above to learn how to certify their business with Palm Beach County. ALL vendors must be registered in VSS **PRIOR TO** beginning the S/M/WBE Certification process.

For best utilization of the VSS Registration System, please ensure pop-up blockers are disabled and you are using one of the following certified browsers: Internet Explorer, Firefox, Microsoft Edge, Safari, iOS, or Android. Please **DO NOT USE** Google Chrome to complete the Vendor Registration.

For assistance in registering, please use the *VSS New Registration User Guide* to guide you through the registration process. If you are a current vendor, but have not activated your VSS account, please use the *VSS Activate Existing Account User Guide* to complete your account activation.

If you need further assistance, or have questions, **Palm Beach County VSS Assistance** is available Monday through Friday, 8:00am-5:00pm EST and can be reached by calling (561) 616-6800 or email at PBVendor@pbcgov.org.

Thank you for your interest in doing business with Palm Beach County. We look forward to working with you.

User ID

Password

Login

Password Reset

Click the Register button to register a new or existing account.

Register

Public Access



Announcements

05/04/2020

ATTENTION VENDORS: Due to the Local State of Emergency, updates made to Vendor Self-Service Accounts will not be processed until May 18, 2020. We apologize for any inconvenience this may cause.

04/23/2020

ATTENTION VENDORS -

Beginning February 3, 2020, ALL Vendors are REQUIRED to enter the following information when registering and/or modifying their VSS Account: (1) attach a current, signed W-9 IRS Tax form, OR if you are a foreign vendor, a current, signed W-8 IRS Tax Form; and (2) add the Commodity Code(s) associated with the goods or services your organization provides.

04/23/2020

EFT/ACH Information: If you would like to set up or update your EFT/ACH Information, please contact The ACH Onboarding team via email at pbcpaymentmgr@mypalmbeachclerk.com to complete the EFT/ACH enrollment. Further questions or concerns regarding EFT/ACH should also be directed to said

User Guides and Forms

Click on a form below to either save it to your desktop or open it in Adobe.



[VSS Quick Reference Guide for Solicitations](#)

[VSS Activate Existing Account User Guide](#)

[VSS New Vendor Registration User Guide](#)

[W-8BEN](#)

[W-8IMY](#)

[W-8FXP](#)

[Help](#)

[Contact Us](#)

[Privacy Report](#)

PBC Purchasing

PBC OEBO

PBC Vendor Directory

Navigating Solicitations in VSS Video



Register for an account or Sign in if you are already registered



Welcome, New

Memorandum of Agreement

[Privacy Report](#) | [Contact Us](#)

In order to register as a vendor with Palm Beach County ("County"), you must accept the terms of this Memorandum of Agreement. If you choose not to accept these terms and not register as a vendor with the County, you will be returned to the Home Page where you can view all County solicitations by clicking on "Public Access".

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, to: (i) register as a Vendor with the County; (ii) provide all of the vendor information requested; and (iii) enter into this Memorandum of Agreement. By submitting this electronic vendor registration, you hereby agree.

1. To continually update your vendor registration information as necessary to ensure that the information remains accurate and complete at all times.
2. To provide accurate, complete and current vendor information that can be conclusively relied upon by the County, even if different information is or has been available to or received by the County through means other than VSS.
3. That this Memorandum Agreement shall remain in effect for as long as you are a "registered vendor" with the County and are in good standing.
4. To review the Privacy Report link above regarding your vendor registration information.
5. In order to receive upcoming notifications of County business opportunities/solicitations, you MUST: (1) click on Commodities under the Account Information tab and enter the commodity numbers for ALL the goods and services that you would like to receive notification of County business opportunities/solicitations related thereto ; AND (2) click on Procurement Address and Contact information under Addresses & Contacts (also located under the Account Information tab) and verify that the email address is current and correct. If both of these (1) and (2) above are not completed and updated whenever you have upon a change in vendor information, you will not receive upcoming notifications of County business opportunities/ solicitations or updates pertaining to same.



Read and review the Memorandum of Agreement and accept the terms



Welcome, New

Registration Tips

Already registered? Click [here](#) to login. Otherwise, click Next to continue.

Assemble the following information before registering as a new vendor OR activating your vendor registration account:

- Information on each location (first location entered will be considered the Headquarters) of your business
- Tax ID Number (EIN, SSN, ITIN or ATIN)
- Foreign Vendors - applicable W-8 Form
- W-9 Form
- Foreign Tax Id
- Legal Business name
- DUNS Number - Optional
 - A free number issued by Dun & Bradstreet for each business location
 - Call toll free at 888-814-1435 to obtain/verify your DUNS number
 - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and fax) for EACH of the below business functions:
 - Account Administrator (person responsible for your account)
 - Ordering
 - Payment
 - Procurement
- Commodity Codes for your goods or services

[Privacy Report](#) | [Contact Us](#)

[Back](#) [Next](#)

Gather all of the documents you need before starting registration



Welcome, New

Search for an Existing Account

[Privacy Report](#) | [Contact Us](#)

[Cancel Registration](#)

[Back](#)

Please use the following search options to determine if a new registration is needed or if an account already exists. If your search results determine you DO NOT have an account, please continue with completing a new registration. If your search results determine an account already exists, please follow the instructions given with your search results.

▼ Company Search

If you are registering your company, please enter your Tax Identification Number (TIN) and click on Search. If search results determine your company does not have a Vendor Code, you will be directed to start your new registration. If search results determine your company does have a Vendor Code, please follow the instructions given with your search results.

Taxpayer Identification Number

OR Legal Business Name

[Search](#)

OR

▼ Individual Search

If you are registering as an individual, please enter your Last Name AND last four-digits of your Social Security Number (SSN) and click on Search. If search results determine you do not have a Vendor Code, you will be directed to start a new registration. If search results determine you do have a Vendor Code, please follow the instructions given with your search results.

Last Name

AND Last 4 digits of SSN

[Search](#)

[Cancel Registration](#)

[Back](#)

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- If you need further assistance, or have questions, Palm Beach County VSS Assistance is available Monday-Friday, 8:00am-5:00pm EST by calling 561.616.6800 or email at PBCVendor@pbcgov.org.

You can search for an existing account before getting started



Welcome, New

[Privacy Report](#) | [Contact Us](#)

Search for an Existing Account/Results Not Found

[Cancel Registration](#) [Back](#)

Please use the following search options to determine if a new registration is needed or if an account already exists. If your search results determine you DO NOT have an account, please continue with completing a new registration. If your search results determine an account already exists, please follow the instructions given with your search results.

Company Search

If you are registering your company, please enter your Tax Identification Number (TIN) and click on Search. If search results determine your company does not have a Vendor Code, you will be directed to start your new registration. If search results determine your company has a Vendor Code, please follow the instructions given with your search results.

Taxpayer Identification Number 83-12345678 OR Legal Business Name

[Search](#)

OR

Individual Search

If you are registering as an individual, please enter your Last Name AND last four-digits of your Social Security Number (SSN) and click on Search. If search results determine you do not have a Vendor Code, you will be directed to start a new registration. If search results determine you do have a Vendor Code, please follow the instructions given with your search results.

Last Name AND Last 4 digits of SSN

[Search](#)

No results have been found for your account. Please perform further research or select the [New Registration](#) button to create a new account.

[Cancel Registration](#) [Back](#)

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- If you need further assistance, or have questions, Palm Beach County VSS Assistance is available Monday-Friday, 8:00am-5:00pm EST by calling 561.616.6800 or email at PBCVendor@pbcgov.org.

If Results Not Found, continue to New Registration



Welcome, New

- User Information
- Verify and Submit Registration

My User Information

Please create your User ID and Password in this section. Please DO NOT use your email address as your User ID. It is your responsibility to remember the User ID and Password you create. After you create the User ID and Password, you will be assigned the Primary Account Administrator for your Vendor Account.

General Information

*User ID (case sensitive) : (Must be between 2 and 16 characters in length)

*First Name :

*Last Name :

*Email :

*Re-enter Email :

*Phone : Ext. :

XXX-XXX-XXXX

Fax :

XXX-XXX-XXXX

Password

*Password (case sensitive) : (Passwords should be between 2 and 16 characters in length)

*Re-enter Password :

*Security Question :

*Security Answer (case sensitive) :

*Re-enter Security Answer :

* Indicates a required field

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.

[Privacy Report](#) | [Contact Us](#)

Complete user information

Create a user id, password, and Security question



Welcome, New

User Information

Verify and Submit Registration

Verify Email Address

To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : PBCVendor@pbcgov.org

After clicking the Next button, a verification email will be sent to the following email address:

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- If you need further assistance, or have questions, Palm Beach County VSS Assistance is available Monday-Friday, 8:00am-5:00pm EST by calling 561.616.6800 or email at PBCVendor@pbcgov.org.

[Privacy Report](#) | [Contact Us](#)

Cancel Registration

Back

Next

Verify your email address by going to your email account and clicking on the link sent by VSS



Thank You!

A verification email was sent to you. Please print page for your records.

1. Open the email
2. Click the link provided in the email

Cannot click the link in the email?

1. Copy the link from the email
2. Paste it into your browser

Have not received a Verification Email?

1. Login to VSS as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address

Close Browser

[Contact Us](#)



Login

To continue registration, enter your User ID and Password.

User ID

Enter User ID

Password

.....

Login

The link will bring you back to VSS to login



Welcome, Doris

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

Add Business Location - New Account Registration

[Privacy Report](#) | [Contact Us](#)

Save and Close Cancel Registration Next

Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

TIN Type

- I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN).
Please select one of the following : SSN ITIN ATIN
- I will use my entity's Employer Identification Number (EIN).
- I do not have any of the above forms of Taxpayer identification.

AND

Classification

I plan to do business using the following classification (select one):

- | Select | Classification |
|-----------------------|-------------------------|
| <input type="radio"/> | Individual |
| <input type="radio"/> | Sole Proprietor |
| <input type="radio"/> | Partnership |
| <input type="radio"/> | Corporation |
| <input type="radio"/> | Nonresident Alien |
| <input type="radio"/> | Trust |
| <input type="radio"/> | Foreign Business Entity |
| <input type="radio"/> | State Government |
| <input type="radio"/> | Other Government |
| <input type="radio"/> | Other |
| <input type="radio"/> | Joint Venture |
| <input type="radio"/> | Other Non-Profit Org |
| <input type="radio"/> | Employee |
| <input type="radio"/> | Estate |
| <input type="radio"/> | LLC filing as Partner |
| <input type="radio"/> | LLC filing as Corp |

Select Taxpayer Identification Number type and Classification

Will you be doing business with Palm Beach County as an individual, sole proprietor, or corporation?



Welcome, Doris

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

[Privacy Report](#) | [Contact Us](#)

Step 2: My Business Information

Please begin entering Business Information relative to your company below. Fields with a red asterisk (*) indicate required fields to be completed. Some fields have been pre-populated with information gathered from previous questions you answered. Please review all information carefully before proceeding to the next step in the registration process. If you are unable to complete the registration at this time, please select Save and Close prior to exiting. If you do not, all data entered will be lost.

Location Verification

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company. "Use My Tin Number" is recommended verification for vendors, however, it is your responsibility to remember which verification method was selected for your company.

*Verify My Locations by :

The below fields are required only if you selected "Create My Own" above.

Vendor Verification Based on :

Vendor Verification Password :

Confirm Verification Password :

Organization Information

Required fields have been pre-filled based on answers given to previous questions. Please review the information to ensure it is correct to the best of your knowledge.

*Organization Type :

* A Change to this field will remove all data previously entered.

* Classification :

Location Name :

Location Web Address :

Number of Employees :

Annual Income :

Foreign Tax ID :

NOTE: If you have more than one NPI you only need to enter one of them. We are required by Federal Law to capture this information.

National Provider ID :

Assigning Authority :

CAGE Code :

GIIN :

W-8 Form :

DUNS :

9 digits (No dashes)

Extended DUNS :

4 digits (No dashes)

Internet Catalog :

Please include Http:// or Https:

Preferred Ordering Method :

Complete business information



Welcome, Doris

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

[Privacy Report](#) | [Contact Us](#)

Legal Name Information

*First Name : *Last Name : Name on Check :

Middle Name : Business Name (Alias/DBA) :

1099 TIN Information

Please enter your Tax Identification Number in the field provided.

Create Taxpayer ID Number : Taxpayer ID Number : Taxpayer ID Number Type : Detailed TIN Type :

Re-enter Taxpayer ID Number : 1099 Reportable : Yes

Legal (1099) Address Information

Please DO NOT include Suite, Building or Apartment Number in the Legal Address Information fields. If your Legal Address includes a Suite, Building or Apartment Number, this information will be entered later in the registration process.

*Street 1 :

*City :

*State/ Province :

*Zip/Postal Code :

Executive Compensation

Officer Name 1 : <input type="text"/>	Officer Compensation 1 : <input type="text"/>
Officer Name 2 : <input type="text"/>	Officer Compensation 2 : <input type="text"/>
Officer Name 3 : <input type="text"/>	Officer Compensation 3 : <input type="text"/>
Officer Name 4 : <input type="text"/>	Officer Compensation 4 : <input type="text"/>
Officer Name 5 : <input type="text"/>	Officer Compensation 5 : <input type="text"/>

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.

Complete 1099 information and legal address



Welcome, Doris

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

[Privacy Report](#) | [Contact Us](#)

You have 2 messages

- 1: Error : Invalid Web Address. (A2465)
- 2: Error : The address entered was modified to meet postal standards. Select either the Original Address or the Corrected Address below to continue. (A5447)

[View All Details](#) [Submit Question](#)

Step 2: My Business Information

[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

Please begin entering Business Information relative to your company below. Fields with a red asterisk (*) indicate required fields to be completed. Some fields have been pre-populated with information gathered from previous questions you answered. Please review all information carefully before proceeding to the next step in the registration process. If you are unable to complete the registration at this time, please select Save and Close prior to exiting. If you do not, all data entered will be lost.

Location Verification

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company. "Use My Tin Number" is recommended verification for vendors, however, it is your responsibility to remember which verification method was selected for your company.

*Verify My Locations by :

The below fields are required only if you selected "Create My Own" above.

Vendor Verification Based on :

Vendor Verification Password :

Confirm Verification Password :

Organization Information

Required fields have been pre-filled based on answers given to previous questions. Please review the information to ensure it is correct to the best of your knowledge.

*Organization Type : [Change](#)

* A Change to this field will remove all data previously entered.

* Classification :

Location Name :

Location Web Address :

Number of Employees :

Annual Income :

Foreign Tax ID :

NOTE: If you have more than one NPI you only need to enter one of them. We are required by Federal Law to capture this information.

National Provider ID :

Assigning Authority :

CAGE Code :

GIIN :

W-8 Form :

DUNS :

9 digits/No dashes

Extended DUNS :

Complete the information about your organization



Welcome, Doris

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

Add Business Location - Address Information Questionnaire

[Privacy Report](#) | [Contact Us](#)

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

▼ Legal Address Information

Address :
City :
State :
Zip/Postal Code : 33401-1116



▼ Address Questions

- Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)? : No Yes
- Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? : No Yes
- Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? : No Yes

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- If you need further assistance, or have questions, Palm Beach County VSS Assistance is available Monday-Friday, 8:00am-5:00pm EST by calling 561.616.6800 or email at PBCVendor@pbcgov.org.

Answer address questions



Welcome, Doris

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

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Step 3: Addresses and Contacts

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

- *Administrative
- *Ordering
- *Payment
- Billing *Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

Address Information

*Street 1 :
Street Address, P.O. Box, Company Name, etc.

Street 2 :
Street Address, P.O. Box, Company Name, etc.

*City :

*State/Province :

Zip/Postal Code :

Country :

County :

*Phone Ext. :

Additional Address Info :

Division/Department :

DUNS :

Extended DUNS :

CAGE Code :

Complete address and contact information. Enter a billing address if necessary



Welcome, Doris

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

Step 4: Additional Business Information

[Privacy Report](#) | [Contact Us](#)

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Attachments

Vendors are required to attach a current, signed W-9 IRS Tax form, or a current, signed W-8 IRS Tax Form (foreign vendors only) to vendor accounts. Click the "Add" button to attach a W-9 IRS Tax Form or W-8 IRS Tax form and any other relevant supporting documents and files to your Vendor Account.

[Add](#)

File Name Date User ID Attachment Type Description

[First](#) [Prev](#) [Next](#) [Last](#)

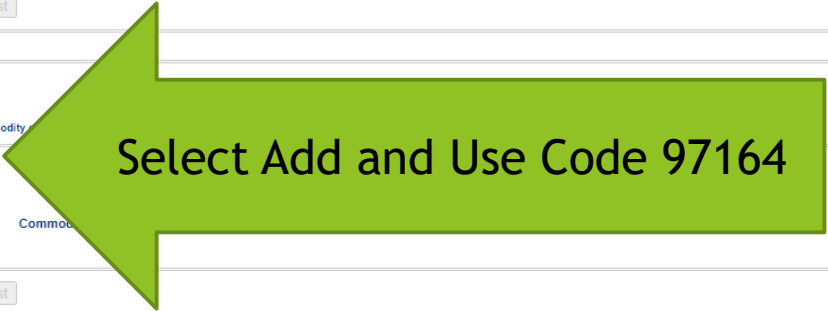
Commodities

Vendors are required to select commodity

[Add](#)

Commodity/Service Code Commodity

[First](#) [Prev](#) [Next](#) [Last](#)



Landlords and property managers should use Commodity Code 97164 "Residential Space Rental or Lease"

[Save and Close](#) [Cancel Registration](#) [Back](#) [Next](#)

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.

Upload a W-9 Tax Identification Form and choose a Commodity Code

To upload, select "ADD". For commodity codes, select "ADD".



Welcome, Doris

Add Attachment Files

Use this page to add the attachments to your vendor record. Click "Browse" to select a file. The maximum size allowed for each file is 10.0MB.

File 1:	<input type="button" value="Choose File"/> No file chosen	Attachment Type :	<input type="text" value="Standard"/> ▼	Description :	<input type="text"/>
File 2:	<input type="button" value="Choose File"/> No file chosen	Attachment Type :	<input type="text" value="Standard"/> ▼	Description :	<input type="text"/>
File 3:	<input type="button" value="Choose File"/> No file chosen	Attachment Type :	<input type="text" value="Standard"/> ▼	Description :	<input type="text"/>
File 4:	<input type="button" value="Choose File"/> No file chosen	Attachment Type :	<input type="text" value="Standard"/> ▼	Description :	<input type="text"/>
File 5:	<input type="button" value="Choose File"/> No file chosen	Attachment Type :	<input type="text" value="Standard"/> ▼	Description :	<input type="text"/>

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Choose the file type and Attach File



Welcome, Doris

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

Step 4: Additional Business Information

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Save and Close Cancel Registration Back Next

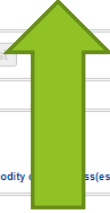
Attachments

Vendors are required to attach a current, signed W-9 IRS Tax form, or a current, signed W-8 IRS Tax Form (foreign vendors only) to vendor accounts. Click the "Add" button to attach a W-9 IRS Tax Form or W-8 IRS Tax form and any other relevant supporting documents and files to your Vendor Account.

Add

File Name	Date	User ID	Attachment Type	Description	
2020_05_22_W9_Taxpayer_Identification_Request_Form.pdf	6/16/20	ddavis1	Standard	W-9	Delete

First Prev Next Last



Commodities

Vendors are required to select commodity codes(es) to vendor accounts. Click the "Add" button to identify the appropriate commodities for your organization.

Add

Commodity/Service Code Commodity Description

First Prev Next Last

Save and Close Cancel Registration Back Next

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:

Document will show based on the file name. Almost done!



Welcome, Doris

- New Account Info.
- My Business Info.
- Addresses & Contacts
- Additional Business Information
- Registration Summary

Registration Summary

[Save and Close](#) [Cancel Registration](#) [Back](#) [Submit Registration](#) [Print This Page](#)

The SUMMARY below is based on the information you entered. If changes are needed, please select the Update Information link located on the right hand side of each section. This will navigate you back to the appropriate screen for you to make your change.

▼ **Location Verification**

Verify My Locations by : Use My TIN Number
Vendor Verification Based on : Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters. [Update Information](#)

▼ **Organization Information**

Organization Type : Individual	Foreign Tax ID :
1099 Classification : Individual	National Provider ID :
Location Name :	Assigning Authority :
Location Web Address : www.crossroadsconsulting.us	CAGE Code :
Number of Employees : < 50	GIN :
Annual Income : < 1 million	W-9 Form :
Healthcare Provider : No	DUNS :
	Extended DUNS :
	Internet Catalog :
	Preferred Ordering Method :
	Pcard Acceptance Level :

[Update Information](#)

▼ **Legal Name Information**

Legal Name : Doris E Davis	First Name : Doris	Name on Check : Legal Name
Business Name (Alias/ DBA) : Crossroads Consulting	Middle Name : E	
Name Control : DAVI	Last Name : Davis	

[Update Information](#)

▼ **1099 TIN Information**

Taxpayer ID Number :	Detailed TIN Type : SSN
Taxpayer ID Number SSN/TIN/ATIN Type :	1099 Reportable : Yes

[Update Information](#)

Once you submit, you will review the VSS disclaimer and print a copy of your proof of registration with your Vendor Code. You will receive an email verifying your registration submission.

Before you submit the registration, you will have an opportunity to check your information and make any changes.

If you have any issues, please call Community Services Department at 561-355-4792.

Legal Aid Society of Palm Beach County

Rapid Response Eviction Assistance Program (RREAP)

Community Services Landlord Information Session:
April 29, 2021



The CDC's Eviction Moratorium:

- ▶ Extended until June 30, 2021
 - ▶ Applies to cases involving non-payment of rent.
- ▶ Tenants must sign and deliver to their landlord a CDC Declaration.
 - ▶ Actual Declaration Form is not required if all information is included.
 - ▶ Can use a form translated into other languages.
- ▶ Obligation to pay rent is not excused or waived.

LASPBC Rapid Response Eviction Assistance

- ▶ Provides free legal assistance and representation in landlord tenant matters to eligible tenants who have been impacted by COVID-19 in Palm Beach County.
 - ▶ Referrals for rental assistance
 - ▶ Pre-suit negotiations between landlords and tenants
 - ▶ Assistance in negotiating repayment plans
 - ▶ Preparation of responses to an eviction lawsuit
 - ▶ Legal advice regarding the eviction process
 - ▶ Case Management Conference Mediations

RREAP III: Undocumented Tenants

- ▶ Provides eviction prevention assistance for non U.S. Citizens/ non-permanent residents.
- ▶ Funds available to help undocumented tenants who are in danger of eviction.
- ▶ Past due amounts and one month of rent going forward up to \$5,000.

Three ways for tenants to apply:

- ▶ Apply Online: www.legalaidpbc.org/eviction
- ▶ Call hotline: (561)655-8944 Ext. 328
- ▶ Email us: Covid19Response@legalaidpbc.org