



## **ATTENTION TOWNSHIP OF BELLEVILLE VENDORS!**

**There is a new regulation you MUST follow in order to continue selling to the Township of Belleville as well as to other public institutions in New Jersey.**

NJ Public Law 2004, ch. 57 requires that as of September 1, 2004, all vendors must present a "Business Registration Certificate" to the Township of Belleville. We cannot order or pay for any goods or services unless we have your certificate on file. Please forward this to us immediately to prevent the disruption of services between your company and the Township.

### **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 is 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 online or by mailing a paper form to the Division. Online filing is strongly encouraged:

- Register online at:  
[https://www.state.nj.us/cgi-bin/treasury/revenue/dcr/reg/sos\\_dcrnew01\\_page1.cgi](https://www.state.nj.us/cgi-bin/treasury/revenue/dcr/reg/sos_dcrnew01_page1.cgi)
- Download the paper form and instructions at:  
<http://www.state.nj.us/treasury/revenue/revprnt.shtml>
- 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.

Registering as an individual: There is a simplified registration process for individuals doing business with any New Jersey government agency. It can be downloaded from the web at:  
<http://www.nj.gov/treasury/revenue/pdforms/regapdf.pdf>. To obtain a copy by mail, call 609-292-1730, or write to the Division of Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

If you have any questions, please feel free to call the Purchasing Department at (973) 450-3316.

Thank you.