



# City of Bowling Green



## Department of Public Works

1011 College Street ■ P.O. Box 430 ■ Bowling Green, KY 42102-0430

Phone: 270-393-3628 ■ Fax: 270-393-3050 ■ TDD: 1-800-618-6056 ■ Web Address: [www.bgky.org](http://www.bgky.org)

### Attention Street Cut Permit Applicants

Please take a moment to read the City Ordinances pertaining to Street Cuts and Excavations, and review the drawing of Street Cut Repair Method 2017. Please note that the City requires that you submit a copy of your Certificate of Liability Insurance, with a liability coverage of at least \$1,000,000.00. The City of Bowling Green *must be listed* as additionally insured.

**Greg Meredith, P.E.**  
**Public Works Director**

We need permit applications at least 24 hours prior to excavation. However, we understand that in certain unique cases this may not be possible. In that event, and *only if* you have a Certificate of Liability Insurance on file, simply call and notify me of address, type of work, and when you will begin work, then file your permit and post bond as quickly as possible.

**Melissa Cansler, P.E.**  
**City Engineer**

**Communication is the key!** A quick phone call is all it takes! Call and keep me informed. I need to know where you are working, when you will be doing the work, and what type of excavation it is (street cut, sidewalk cut, curb cut, working in right-of-way, or a combination of one or more of these). I will also need to be informed when you are backfilling, and I will need to know when the permanent repairs are being made.

**WM. R. "Bobby" Phelps**  
**Operations Manager**

**Kris Crowe**  
**Fleet Manager**

The steps are simple....

1. File a permit, post bond, and provide a certificate of liability insurance, at least 24 hours prior to excavation.
2. Call you are preparing to make cut.
3. Call when you are preparing to backfill cut.
4. Call when you are preparing to place concrete.
5. Call when you are preparing to place asphalt or make permanent repairs.

**Matt Powell**  
**Environmental Manager**

I can't stress enough, communication is the key, quick 2-3 minute phone calls will help this process run smoothly.

Thank you for your help, and if I can be of any assistance or you have any questions please feel free to call. You can reach me on my cell 24/7.

Melanie Shy  
Public Works Technician  
Department of Public Works  
Office 270-393-4169  
Cell 270-991-4253

#681131 rev 1/9/17

*Mission: Safely, efficiently and professionally enhance the quality of life for citizens of Bowling Green*



## BG Code of Ordinance

### 21-4 CUTS, EXCAVATIONS AND WORK WITHIN RIGHT-OF-WAY

#### 21-4.01 Right-of-Way Work Permit Required and Fee

No person shall make any cut or excavation in any city street, alley, sidewalk or right-of-way, or conduct work requiring lane closures, sidewalk closures or detours without first having obtained a written right-of-way work permit from the Public Works Department, Planning and Design Division. Right-of-way work is defined to include any excavation, removal or work in any part of a city right-of-way, street, curb, gutter or sidewalk. Application for such a permit shall be made at least twenty-four (24) hours in advance of the expected date of commencement of the work except in cases of emergency. If the application is approved by the Planning and Design Division, work can commence should all requirements within this Subchapter be met. Each permit issued shall cover only one specific piece of work. Permit fees are fifty (\$50.00) dollars per approved application. All work performed pursuant to the permit shall comply with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD).

#### 21-4.02 Surety Bond Requirements

No right-of-way work permit shall be issued until the permittee has provided a surety bond. This bond is to ensure that the repair of any cuts or excavations is made in accordance with the standards adopted by the Planning and Design Division. The bond amount shall be based upon the total square footage of disturbance and the unit cost determined by a representative from the Planning and Design Division and adjusted annually based on recent construction pricing data.

Bonding may be provided by a cash bond, performance bond or letter of credit. The minimum bond amount shall be two hundred and fifty (\$250.00) dollars and a maximum of twenty-five thousand (\$25,000.00) dollars for a single permit. A performance bond or letter of credit may be utilized as a "running bond". This type of bonding may be used to cover multiple permits up to but not to exceed the amount of surety. Running bonds must be renewed on an annual basis. The minimum amount for running bonds shall be one hundred thousand (\$100,000.00) dollars.

A bond release inspection will be conducted ninety (90) days after the final repair of a cut or excavation. The surety posted shall be returned to the permittee upon inspection and approval by the Planning and Design Division.

#### 21-4.03 Insurance Requirements

Any person or party applying for a right-of-way work permit shall provide proof of insurance at the time of application. Coverage must be maintained for the duration of the permitted work. The limits shall be as specified by the Risk Transfer Mechanism section in the Risk Management Manual

#### 21-4.04 Planning and Design Division Inspections

The Planning and Design Division shall be responsible for inspecting all cuts and excavations and repair of such cuts and excavations for compliance with repair standards.

#### 21-4.05 Permittee Notification Requirements

The permittee shall notify the Planning and Design Division at least twenty-four (24) hours in advance, except in cases of emergency, as to the exact time any cut or excavation or backfilling activities will begin, and final repair of any such cut or excavation will commence.

#### 21-4.06 Time Limit for Temporary and Permanent Repairs

- A. Each permitted activity shall be temporarily repaired with forty-eight (48) hours of the completed work (e.g. utility repair) unless otherwise approved by the Planning and Design Division. All permanent repairs must be completed within ten (10) calendar days of commencement of the permitted activity. The specified time limit shall include all clean-up which is required by the Planning and Design Division.
- B. Large scale projects in right-of-way must be reviewed and approved by the Planning and Design Division prior to issuance of permit and commencement. Large scale projects shall mean cuts running with lanes for greater than fifty (50') feet, where multiple cuts occur in close proximity or where timely permanent repairs are not feasible due to the scope of the project. The permittee shall have regular meetings with City staff during construction to monitor quality and schedule. Permanent repair timelines may be adjusted as approved by the Planning and Design Division. Temporary repairs for large scale projects shall be cold patch unless otherwise approved by the Planning and Design Division and must be completed as set forth hereinabove and maintained until permanent repairs are complete.

#### 21-4.07 Repairs Made by City; Reimbursement Authorized; Fee Schedule; Use of Bond to Cover Costs

- A. If a permittee should fail to properly repair any cut or excavation in compliance with the standards and requirements of the Planning and Design Division, the Planning and Design Division shall then instruct the Public Works Operations Division to make all necessary repairs. In this event, the City shall be reimbursed by the permittee for all repairs based upon time and material cost plus twenty-five (25%) percent for overhead expenses.
- B. Any work required and fees covered under this Subchapter shall be billed to the permittee. If the permittee refuses to pay the bill within thirty (30) days, the City shall use the proceeds from the bond required hereinabove to cover the bill. Should the surety bond not be sufficient to cover expenses incurred by the City during repairs, liens or other recovery methods may be used.

#### 21-4.08 Safety Precautions

It shall be the duty of the permittee making any cut or excavation in any city street, alley or sidewalk to provide safety precautions related to their construction. These precautions shall include, but are not limited to: signs, markings, barricades, fencing and other measures.

- A. Permittee shall provide barricades or construction fencing sufficient to enclose the work-zone for safety
- B. Construction work-zone shall be barricaded and lighted when the work zone is open during night time for the safety of motorists and pedestrians
- C. All work-zone signage shall comply with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD). Detailed traffic control plans may be required at the discretion of the Public Works Director or designee
- D. It shall be the permittee's responsibility to comply with all laws and regulations including, but not limited to those from the Occupational Safety and Health Administration (OSHA).

#### 21-4.09 Applicability to All Public Utilities and Agencies of All Governments

- A. All of the provisions of this Subchapter shall apply to all public utilities and to all agencies and instrumentalities of all City, County, State and Federal Governments, since the dangers of blocked streets or improperly repaired cuts or excavations are the same, whether caused by private or public parties
- B. However, no agency or instrumentality of the City of Bowling Green, County, State or Federal government shall be required to pay the permit fee as required hereinabove

#### 21-4.10 Warranty of Repair and Cutting of Recently Paved Roads

The permittee shall make proper repairs to ensure minimal future impact to motorists.

- A. The permittee shall warranty the excavation repair for a period of five (5) years from the completion of the permanent repairs. Excavation repair failure shall be deemed as trench variation or cracking in or immediately adjacent to the repaired area. Trench variation of one half inch (1/2") or greater along a ten (10') foot straightedge shall constitute failure. Additionally, cracking within one (1') foot outside of the repair shall constitute failure. Should the repair fail, the permittee shall make necessary corrections as the direction of the Planning and Design Division.
- B. Should the permittee cut a recently paved street, the permittee shall be required to repave the entire paved section. The use of seamless, thermal bonded asphalt repair, such as infrared repair, may be used in lieu of repaving the entire section. The entire section shall be deemed as the section from the cut to the nearest intersection or one hundred (100') feet on both sides of the cut, whichever is less. A recently paved section shall be defined as paved within two (2) years prior to the excavation.

#### 21-4.11 Penalties; Stop Work Orders; Abatement

- A. Any party involved in right-of-way excavation or work without the required permit or involved in work that does not comply with the standards of the City's Public Works Department, shall be required to make repairs that meet standards and subject to the following:
  1. Enforcement proceedings for this Subchapter shall be initiated by the issuance of a notice of violation or citation by a code official as set out in the procedures in Chapter 2 of this Code. The City may also take immediate action to remedy a violation of this Subchapter, including the issuance of a Stop Work Order.
  2. A Stop Work Order may be issued if the City determines any of the following conditions exist:
    - a. An imminent safety concern
    - b. Construction prior to final permit/plan approval
    - c. Construction without permit application or plan submittal
    - d. Non-compliance with approved permit/plan
- B. Any personal violation any portion of this Subchapter shall be subject to civil penalties as set out in Chapter 27 of this Code.

**GENERAL SERVICE PROVIDERS**  
**STANDARD HOLD HARMLESS & INDEMNIFICATION CLAUSE,**  
**AND INSURANCE REQUIREMENTS FORM**  
**V.4**

**I. STANDARD HOLD HARMLESS AND INDEMNIFICATION CLAUSE**

To the extent caused by Service Provider's negligent acts, errors, or omissions, the Service Provider agrees to hold harmless and indemnify the City of Bowling Green, its elected and appointed officials and officers, employees and agents from all liability, claims, damages, losses and expenses, including court costs and attorneys' fees, arising out of or resulting, directly or indirectly, from the Service Provider's (or Service Provider's subcontractor's) performance or breach of the contract. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract.

**II. INSURANCE**

**The Service Provider shall not commence work under this Contract until all insurance required under the Contract Document has been obtained and copies of policies or certificates thereof are submitted to and approved by the City of Bowling Green's Human Resources & Risk Management Department.** *The Service Provider shall not allow any subcontractor to commence work until the insurance required of such subcontractor has been obtained and copies of Certificates of Insurance retained by Service Provider evidencing proof of coverage.*

Prior to commencing work, the Service Provider shall maintain continuous liability coverage written on an occurrence basis or, if a claims made basis, with an extended coverage provision (ERP) option of not less than three years. Coverage will be provided through insurance companies licensed to do business in the State of Kentucky with a Best Rating of A- or better.

Without limiting Service Provider's indemnification requirements, it is agreed that Service Provider shall maintain in force at all times during the performance of this agreement the following policy or policies of insurance covering its operations, and require subcontractor, if subcontracting is authorized, to procure and maintain these same policies until final acceptance of the work by the City of Bowling Green. The City of Bowling Green may require Service Provider to supply proof of subcontractor's insurance via Certificate of Insurance, or at City of Bowling Green's option, actual copies of policies.

**The insurance to be procured and maintained and the minimum Limits of Liability shall be as follows, unless different Limits are specified by addendum to the Contract:**

- 1. COMMERCIAL GENERAL LIABILITY – Including contractual liability, bodily injury and property damage combined at a minimum of \$1,000,000** for each occurrence; personal and advertising injury of \$1,000,000 any one person or organization and \$1,000,000 in the aggregate.
- 2. AUTOMOBILE LIABILITY**, insuring all Owned, Non-Owned and Hired Motor Vehicles. The minimum coverage Liability Limit is **\$1,000,000** Combined Single Limit for any one accident. The Limit of Liability may be subject to increase according to any applicable State or Federal Transportation Regulations.
- 3. WORKERS' COMPENSATION** insuring the employers' obligations under Kentucky Revised Statutes Chapter 342 at Statutory Limits.

**The Commercial General Liability Policy shall be endorsed to contain the following provisions:**

- a) “The City of Bowling Green, its elected and appointed officials, employees, agents and successors and volunteers are added as an “Additional Insured”. The coverage shall contain no special limitations on the scope of protection afforded to the City, its elected and appointed officials, employees, agents, successors and volunteers.
- b) The insurance coverage for the Service Provider entering into a contract shall be on a primary and non-contributory basis for liability arising out of activities performed by or on behalf of the Service Provider entering into this contract for service including the insured's general supervision of the premises owned, occupied or used by the Service Provider entering into this contract and ongoing operations as well as completed operations and work performed by Service Provider. Any insurance or self-insurance maintained by the City, its elected and appointed officials, employees, agents and successors and volunteers shall be excess of the Service Provider's insurance coverage.
- c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected and appointed officials, employees, agents and successors and volunteers.

**All Coverage**

- a) Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. Service Provider shall notify the City of any other material change of Service Provider's insurance policy within 5 days of such change.
- b) Any deductibles or self-insured retentions must be declared to and approved by the City.
- c) Certificates of Insurance as required above shall be furnished to:

**CITY OF BOWLING GREEN  
Department of Human Resources & Risk Management  
1001 College Street  
Bowling Green, Kentucky 42102  
FAX: (270) 393-3298  
Attn: Risk Management**

**Miscellaneous**

Approval of the insurance by the City of Bowling Green shall not in any way relieve or decrease the liability of the Service Provider hereunder. It is expressly understood that the City of Bowling Green does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Service Provider. The City shall not be obligated to review such insurance certificates, policies and endorsements, or to advise Service Provider of any deficiencies in such documents, and such receipt shall not relieve the Service Provider from or be deemed a waiver of the City's right to insist on strict fulfillment of Service Provider's obligations herein.

**Bid Bond, Performance Bond and Labor and Materials Bond**

Depending upon the project, a Bid Bond, Performance Bond and Labor and Materials Bond may be required. If necessary, the City's Legal Department and/or Purchasing Agent shall provide all applicable language in a separate agreement that is to be signed by the Service Provider.

**OSHA/EPA Regulatory Compliance**

The Service Provider entering into a contract agrees to comply with all applicable Federal and State OSHA/EPA laws, rules and regulations. The Service Provider entering into the contract shall have a safety policy based upon applicable regulatory standards, a copy of which may be obtained by the City Safety/Training Manager.

**Company Name of Service Provider:** \_\_\_\_\_

**Authorized Service Provider Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*It is expressly understood that no employer/employee relationship is created by this agreement nor does it cause Service Provider to be an officer or official of the City of Bowling Green. By executing this agreement, the parties hereto certify that its performance will not constitute or establish a violation of any statutory or common law principle pertaining to conflict of interest, nor will it cause unlawful benefit or gain to be derived by either party.*



# City of Bowling Green / Right-of-Way Work Permit

Melanie Shy - Public Works Technician - Hours 7:30am-4:30pm

Office: (270) 393-4169 Cell: (270) 991-4253 Fax: (270) 393-3050

**The City as issuer of this permit retains the right to revoke this permit at any time.**

Contractors Name \_\_\_\_\_ Contractors Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Contact Phone Number \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Type of Cut / Work Street Cut \_\_\_\_\_ Curb Cut \_\_\_\_\_ Sidewalk Cut \_\_\_\_\_  
 Right-of-Way / Other \_\_\_\_\_

Work Location \_\_\_\_\_ Purpose of Work \_\_\_\_\_  
**All temporary repairs shall be completed within 48 hours of the completion of the utility repairs.**  
 Square Footage \_\_\_\_\_ Sq. Ft. = Length x Width

Construction Dimensions \_\_\_\_\_ X \_\_\_\_\_ **The permittee shall notify the Public Works Technician/Inspector twenty-four (24) hours in advance of work (e.g. excavation, backfill, etc.)**  
 Commencement Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Computation of the Cash Bond \$ \_\_\_\_\_ Bond Amount = \$5.00 x Sq. Ft. ( \$250.00 Minimum Bond )  
**Payment of Bonds and Fees is not authorization to begin work.**

Permit Fee = ( \$50.00 Non Refundable )

Only Governmental Agencies and their agents are exempt from the application fees and posting of bonds subcontractors working on behalf of Governmental Agencies must pay fees and post bond when filing.

**Any change in the design or proposed purpose or use of the project invalidates the permit.**

Public Works Technician/Inspector Approval \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Additional Conditions \_\_\_\_\_

City Engineer or their Appointee \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Additional Conditions \_\_\_\_\_

The applicant agrees to comply with all federal, state and local laws, rules and regulations relating to street cuts, including, but not limited to proper signage, barricades, lighting and similar safety measures. The applicant agrees to hold the City of Bowling Green, its officials, officers, agents and employees harmless from any and all claims for damages, including its reasonable attorneys fees, as a result of any action that may be filed as a result of damages arising from the issuance of this permit or from work done in a City right-of-way pursuant to this permit. The applicant agrees to carry liability insurance in an amount and from a carrier satisfactory to the City and such insurance shall name the City as an additional insured.

**All documents must be submitted prior to permit approval, see the back for further details and restrictions.**

**Contractor is responsible for notifying emergency services prior to any construction.**

Permit Number \_\_\_\_\_

**Certificate of Insurance is required.**

Applicants Signature \_\_\_\_\_

See Section 9 of the Manual of Purchasing, Policies and Procedures for Insurance Specifications and Guidelines.

Date \_\_\_\_\_

**Permits are non transferable from the original applicant.**

Work must begin within 60 days of the applicants signature date, otherwise the permit is considered invalid and must be resubmitted.

For Official use Only

Permit # \_\_\_\_\_

Segment # \_\_\_\_\_

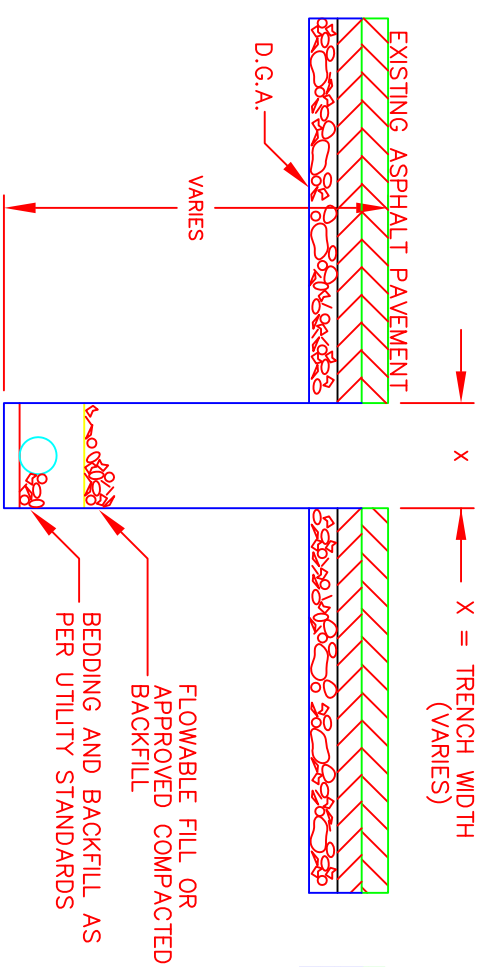
#184242 rev 1/19/17

**A Public Works employee must be present during the posting of the bond and fee payment.**



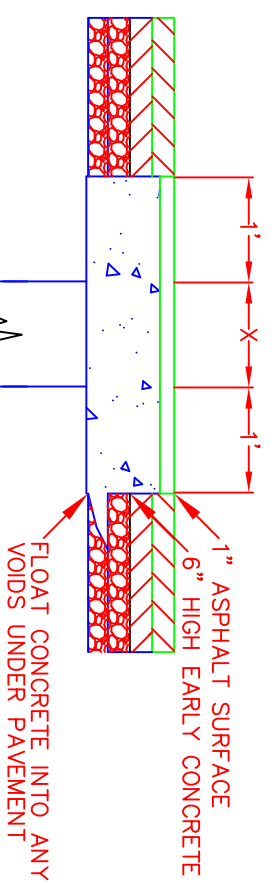


TYPICAL SECTION



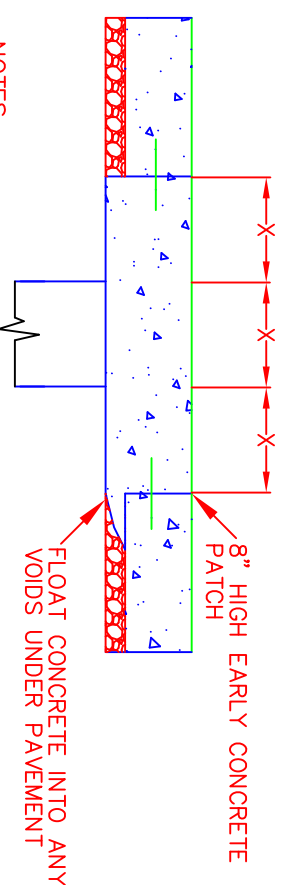
- CONSTRUCTION PROCEDURE**
1. CUT & EXCAVATE PAVEMENT
  2. INSTALL & BED PIPE
  3. BACKFILL TRENCH WITH DGA COMPACTED IN 6" LIFTS BY MECHANICAL MEANS
  4. CUT & EXCAVATE PAVEMENT 1' BEYOND EDGES OF TRENCH

SUMMER REPAIR METHOD



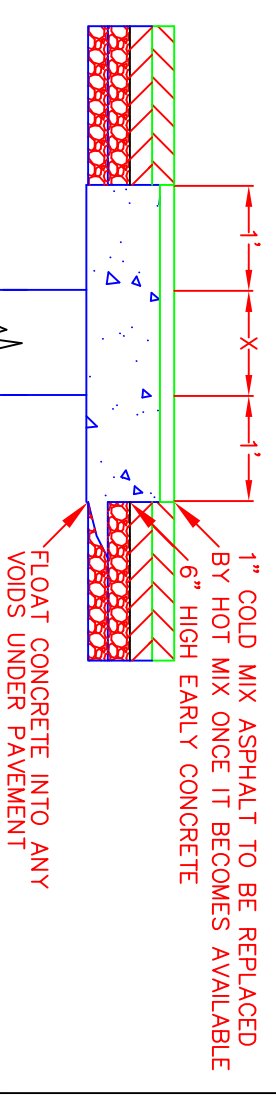
- NOTES**
1. ALL STREET CUTS SHALL BE SQUARED AT 90° ANGLES
  2. ANY DAMAGE TO ADJACENT AREA CAUSED BY CONSTRUCTION, TRAFFIC, OR WEATHER SHALL ALSO BE CUT OUT AND REPAIRED
- ASPHALT PAVEMENT**
1. ALL CUTS WHICH ARE THREE FEET OR LESS FROM EDGE OF STREET SHALL INCLUDE THIS DISTANCE
  2. TACK OIL SHALL BE APPLIED TO ALL SURFACES THAT CONTACT NEW ASPHALT AT A RATE OF 0.05 TO 0.10 GALLONS PER SQUARE YARD

CONCRETE STREET REPAIR METHOD

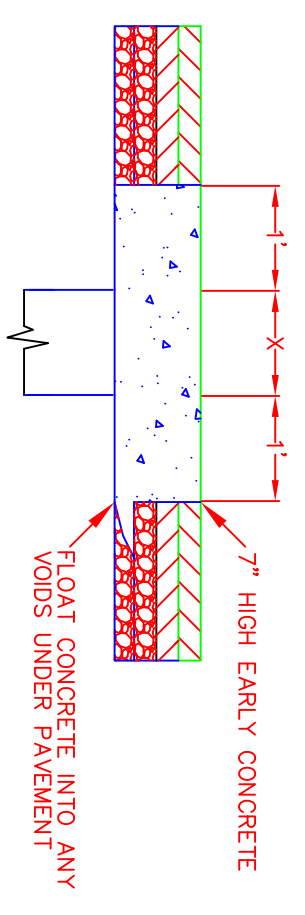


- NOTES**
1. DOWL 6" INTO EXISTING CONCRETE 1' OC
  - X. DISTANCE VARIES. EXCAVATION SHALL GO TO THE NEAREST JOINT AND MATCH IN KIND

WINTER REPAIR METHOD 1



WINTER REPAIR METHOD 2





# City of Bowling Green



## Department of Public Works

1011 College Street ■ P.O. Box 430 ■ Bowling Green, KY 42102-0430  
Phone: 270-393-3628 ■ Fax: 270-393-3050 ■ TDD: 1-800-618-6056 ■ Web Address: [www.bgky.org](http://www.bgky.org)

Greg  
Meredith, P.E.  
Public Works Director

Dear Street Cut Permit Applicant;

Melissa  
Cansler, P.E.  
City Engineer

When you come to the Public Works Office to apply for a Street Cut permit, please have the Public Works Project Manager, Melanie Shy, or whoever is attending to you, to check and see if you are in the vendor files of the City of Bowling Green.

WM. R. "Bobby"  
Phelps  
Operations Manager

If our files show that you are not in the vendor files of the City of Bowling Green, and you must fill out **the *Substitute Form W-9, Request for Taxpayer ID No & Certification.*** This is the only way that we can issue you a check to reimburse you for your street cut bond. When you complete the New Vendor form, please email it to [melanie.shy@bgky.org](mailto:melanie.shy@bgky.org), or [laura.brown@bgky.org](mailto:laura.brown@bgky.org), or fax it to the number below.

Kris  
Crowe  
Fleet Manager

Please keep in mind as you fill out the form that the bond reimbursement check will come to the address that is in the vendor file, so you may want to check that information also.

Matt  
Powell  
Environmental  
Manager

If you have any questions or concerns, please do not hesitate to call me at the phone number below.

Thank you for your cooperation.

Sincerely,

*Laura Dewalt-Brown*  
*Administrative Assistant*  
*City of Bowling Green, Public Works*  
*P.O. Box 430*  
*Bowling Green, KY 42102-0430*  
*Phone: 270-393-3589*  
*Fax: 270-393-3050*



#680702 rev 1/9/17

**Mission: "Safely, efficiently and professionally enhance the quality of life for citizens of Bowling Green"**





**THE CITY OF BOWLING GREEN  
SUBSTITUTE FORM W-9 & ACH ENROLLMENT FORM  
REQUEST FOR TAXPAYER ID NO. & CERTIFICATION**

Return to: 1017 College Street, Bowling Green, KY 42101, or  
Fax: (270) 901-3166, or  
Email: [accounting@bgky.org](mailto:accounting@bgky.org)

**Part I: Vendor Information**

1. Legal Business (or Individual) Name:	2. If you use a Doing Business As (DBA) name, please list below:

**Part II: Taxpayer Identification Number (TIN) & Taxpayer Identification Type**

1. Enter your TIN here (REQUIRED): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Check appropriate box:</b> <input type="checkbox"/> Individual/Sole Prop <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC* <input type="checkbox"/> Other: _____
2. Taxpayer Identification Type (check appropriate box): <input type="checkbox"/> Employer ID No. (EIN) <input type="checkbox"/> Social Security No. (SSN) <input type="checkbox"/> Individual Taxpayer Identification No. (ITIN)	
*Circle tax classification: D-disregarded entity, C-corporation, P-partnership	

**Part III: Remit To Information**

Number, Street:		Apt or Suite No.:	<b>Contact Name:</b>	<b>Phone Number:</b> ( )
City:	State:	Zip Code:	<b>Email:</b>	<b>Fax Number:</b> ( )

**Part IV: Primary Administrative / 1099 Reporting Address (if different than Part III)**

Number, Street:		Apartment or Suite No.:		
City:	State:	Zip Code:	Country:	

**Part V: City of Bowling Green Business Tax Requirement**

1. Office in the City of Bowling Green? <input type="checkbox"/> Yes (Go to 3) <input type="checkbox"/> No (Go to 2)	2. Physically perform service in the City of BG? <input type="checkbox"/> Yes (Go to 3) <input type="checkbox"/> No (Go to 6 & 7)	3. Business Tax has been paid to City of BG? <input type="checkbox"/> Yes (Go to 4 & 5) <input type="checkbox"/> No (Go to Part 6 & 7)	4. Business Tax License #	5. Expiration Date (Transient only)
6. Brief description of the nature of your business with the City:			7. City of BG employee contact name & phone number:	

**NOTE:** It is unlawful for any person to carry on any business in the City without a valid business license. PAYMENTS TO YOU MAY BE WITHHELD UNTIL DELINQUENT BUSINESS TAXES ARE RESOLVED.

**Part VI: Certification**

Under penalties of perjury, I certify that the number shown on this form is my correct Taxpayer Identification Number (TIN) AND I am a US citizen (including a US resident alien).

\_\_\_\_\_

Authorized Signature Title Date

**OFFICIAL USE ONLY-TO BE COMPLETED BY REQUESTING EMPLOYEE PRIOR TO COMPANY'S RECEIPT**

Employee Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Dept Head: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL USE ONLY-TO BE COMPLETED BY FINANCE DEPARTMENT**

License # \_\_\_\_\_ Verified by: \_\_\_\_\_ Date: \_\_\_\_\_ Vendor No. assigned: \_\_\_\_\_ Entered by: \_\_\_\_\_



# City of Bowling Green ACH Payment Enrollment Form

Return to: [accounting@bgky.org](mailto:accounting@bgky.org), or Fax: (270)901-3166, or Mail: 1017 College Street, Bowling Green, KY 42101  
(\* Denotes a required field)

*Type of Transaction (Select one): <input type="checkbox"/> New <input type="checkbox"/> Cancel		
*Vendor Name (as it appears on bank account):		*Vendor Nine Digit Tax ID # (SSN or EIN):
*Vendor ACH Contact Name:	*Vendor ACH Contact Phone:	*Vendor ACH Contact Email:
*Name of Bank:		*Branch Name and Location:
Bank's ACH Coordinator:		Bank's ACH Coordinator Phone number:
*Bank Account #:	*Nine Digit Transit Routing #:	*Account Type (Select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Detailed payment info can be viewed by registering at <a href="https://esuites.bgky.org/eSuite.Supplier">https://esuites.bgky.org/eSuite.Supplier</a>		
<b>Certification</b>		
I certify that I have read and understood the lower portion of this form. By signing and/or submitting this form, I authorize payments to be sent to the financial institution named above and to be deposited to the designated account.		
_____	_____	_____
Authorized Signature	Title	Date

## **PLEASE READ THIS CAREFULLY**

***The information on this form is confidential and is required to process payment data from the City of Bowling Green to the financial institution and/or its agent. Failure to provide the requested information may delay or prevent receipt of payments through the ACH program.***

### **Cancellation of ACH Payments:**

Payments will be made electronically via ACH until cancellation by the City of Bowling Green or the vendor.

Cancellation by the City of Bowling Green: ACH payments will be canceled on the effective date of any of the following:

- Change of financial institution or account information
- Change of the vendor to inactive status.

Cancellation by the Vendor: You may stop receiving payments via ACH at any time by completing an ACH Payment Enrollment Form. On a new form, check the Cancel box, fill in vendor name, Social Security or Tax Id number, account number and account type, then sign and date the form in the Certification Section.

### **Change in Financial Institution:**

To change the financial institution into which you deposit funds, you must first **cancel** your ACH payment (see above), then complete a new enrollment form to start ACH payments with the new financial institution.

### **Responsibilities:**

- You are responsible for verifying (with your bank) the accuracy of your bank account number when your enrollment form is completed
- You are responsible for notifying the City of Bowling Green if you change banks or account number. You must complete a new ACH Payment Enrollment Form and begin the ACH payment process again.
- You must complete an ACH Payment Enrollment Form to **cancel** that ACH payment (see above for instructions).
- You are responsible for payment of any charges that may be incurred against your account as a result of receiving an ACH payment.
- You must repay the City of Bowling Green if an overpayment occurs as the result of payment via ACH.

### **Miscellaneous:**

- A **pre-notification** will be processed upon receipt of this ACH Payment Enrollment Form to verify banking information is correct. If any problems occur during the processing of the **pre-notification** vendor payments will continue as they were prior to completing the ACH Payment Enrollment Form until corrections can be made.
- **Register at <https://esuites.bgky.org/eSuite.Supplier>** to view detailed account information; such as purchase order, invoice and payment history. To register you will need to supply: Taxpayer ID # and a recent check # and amount.