

VENDOR APPLICATION

INFORMATION AND INSTRUCTIONS

Persons or concerns wishing to be added to the College's computerized vendor commodity bidders' list for supplies or services shall file this completed and certified Vendor Application and IRS W-9 form, together with such other lists as may be attached to this application form, with the College's Purchasing Office. **IT IS REQUIRED FOR YOUR COMPANY TO COMPLETE THE ATTACHED W-9 FORM TO BE ON THE COLLEGE'S BIDDERS LIST.** Identify by checking on the attached commodity class list the equipment, supplies, materials and/or services which you desire to be invited to bid on.

The College's computerized system uses your Federal Employers Identification Number (FEID) as your vendor identification number. If you do not have an FEID, please provide the Social Security Number (SSN) of the firm's owner. Applications returned without a completed W-9 Form, an FEID or owners SSN, or an application that is incomplete, will not be entered into the Florida State College at Jacksonville's vendor list. The purpose of collecting the FEID/SSN is to comply with IRS regulations to file 1099 forms per 41 CFR 60-4.3.

Those vendors who, after placement on the College's vendor list, fail to respond to three solicitations (by returning solicitations either with a bid or marked "No Bid") shall be interpreted by the College as uninterested and will be removed, without notification, from the vendor's list. Failure to respond is taken as the vendor's agreement with removal from the list. Submission of a vendor application does not guarantee that a vendor will receive copies of all solicitations issued by the College. Note: the College only uses the State of Florida Vendor Bid System (VBS) to advertise its bids. Vendors are encouraged to contact the Dept. of Mgmt. Services (DMS) at (866) 352-3776 to register for this free service.

To view VBS bid advertisements, go to: http://vbs.dms.state.fl.us/vbs/vbs_www.main_menu

To register as a vendor on-line, go to: <https://vendor.myfloridamarketplace.com/>

For automatic e-mail notification of bids: http://vbs.dms.state.fl.us/vbs/notification_new.selection

Vendors may also access the Florida State College at Jacksonville's purchasing web site at: <http://www.fscj.edu/district/Purchasing/Bids.html>

The College would appreciate vendors placing FLORIDA STATE COLLEGE on their mailing list for catalogs and price information.

TYPE OF BUSINESS DEFINITIONS

As defined in the Florida Small and Minority Enterprise Assistance of 1985

SMALL BUSINESS CONCERN - A Small Business concern for the purpose of College procurement is a concern, including all of its affiliates, which employs 500 or fewer full time employees (for most manufacturing and mining industries) and less than \$7.0 million in average annual receipts per the Small Business Administration, Small Business size regulation title 13 CRF part 121, as amended. M-6 The size of Small Business concerns is further defined as:

- General Building and Heavy Construction \$17 million
- Special Trade Construction Contractors \$7 million
- Retail Trades \$5 million
- Services \$5 million
- Computer programming, data process, and system design. \$8 million.

NUMBER OF EMPLOYEES--In connection with the determination of small business status, "number of employees" means the average employment of any concern, including the employees of its domestic and foreign affiliates, based on the number of persons employed on a full-time, part-time, temporary or other basis during each of the pay periods of the preceding 12 months.

MINORITY BUSINESS ENTERPRISE-- Any legal entity which is organized to engage in commercial transactions and which is at least 51 percent owned and controlled by minority persons.

MINORITY PERSON-- As defined by Florida statute, a person who is a citizen or lawful permanent resident of the United States and who is:

- (a) An African American male: a male having origins in any of the black racial groups of Africa. (M-1)
- (b) A Hispanic American: a person of Spanish or Portuguese culture with origins in Mexico, South America, or the Caribbean, regardless of race. (M-2)
- (c) An Asian American: a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands(M-3)
- (d) A Native American: a person who is a member of or is eligible to be a member of a federally recognized Indian Tribe, including Alaskan Natives. (M-4)

- (e) A Native Hawaiian: a person whose ancestors were native to the area which consists of the Hawaiian Islands prior to 1778. (M-5)
- (f) An American female. (M-8)
- (g) An African-American female. (M-9)

DISABLED PERSON-- A person who has a physical impairment, defect, disease, ailment or disability of a permanent nature which in any way limits the type of employment for which the person would otherwise be qualified. (M-7)

FEDERAL SMALL BUSINESS ADMINISTRATION (SBA) DEFINITIONS:

1. "**Small Business Concerns**" Companies with < 100 employees or with < \$7,000,000 of annual revenues (certified required by the Federal SBA). **(S-1)**
2. "**Small Disadvantaged Business**" Companies owned by a socially and economically disadvantaged individual (a minority with net worth of <\$25,000. (Certification required by the Federal SBA). **(S-2)**
3. "**Historically under utilized Business Zone Business**" **(HUB-Zone)** A HUB-Zone company is designed by the Federal SBA based on economics of certain parts of a city requiring the principal office of the small business to be in a HUB-Zone and at least 35% of its employees living in a HUB-Zone. (Certification required by the Federal SBA). **(S-3)**
4. "**Veteran-Owned Business**" A business owned by a veteran owning at least 51% of the business (Self-Certification) **(S-4)**
5. "**Service – Disabled Veteran-Owned Business**" A business owned by a service disabled veteran owning at least 51% of the business. (Self-Certification) **(S-5)**

IMPORTANT ! !

FOR YOUR APPLICATION TO BE ACCEPTED THE FOLLOWING MUST BE MET.

1. Federal Tax ID (FEID) or Social Security Number (SSN) clearly written in all required blocks.
2. W-9 form completed, signed and returned.
3. Full address, phone, and (if available) FAX number provided.
4. If claiming minority status, appropriate code checked, MBE/SBE certificate filled out, signed as indicated on the form.
5. Application signed by an appropriate officer of your company.

PURCHASING DEPARTMENT
FLORIDA STATE COLLEGE at JACKSONVILLE
501 W STATE STREET
JACKSONVILLE, FL 32202

Purchasing Manager (904) 632-3301

Company Name: _____

* Minority? Yes _____ No _____ Code # _____

Federal Id #/SSN: _____

Attention: _____

Address to mail purchase orders to: _____

Suite: _____ P.O. Box #: _____

Street: _____

City: _____

State: _____ Zip: _____ - _____

Cust. Account #: _____

Sales Contact Information

Name: _____

Title: _____

Phone: (_____) _____ - _____ ext.

Fax: (_____) _____ - _____ ext.

Email Address: _____

VENDOR APPLICATION



Type or print entries, filling in all spaces, and inserting "NA" in blocks not applicable. Refer to attached Instruction Sheet for assistance. The vendor database is updated every other year and vendors who have not kept information current with the College will be purged. After three solicitations, unresponsive vendors will be purged from the file.

The purpose for collecting vendor FEID/SSN is for Florida State College at Jacksonville to comply with IRS regulations to file 1099 forms.

***SMALL/MINORITY/WOMEN BUSINESS/HUB-ZONE/ VETERANS OWNED/ SERVICE DISABLED VETERAN OWNED CLASSIFICATION:** Small, minority, or women owned businesses please complete the SBE/MBE/WBE certification (reverse) and return it with your application. Applications returned with blank certifications will be classed as non-minority (nm).
Commodity class & group: please check those categories on the attached commodity class list upon which you intend to bid. Applications returned without completed commodity class listings will not be accepted. Please write in additional commodity class if not listed.

I have also completed the attached W-9 form? Yes ___ No ___

SIGNATURE OF PERSON TO SIGN THE APPLICATION

NAME & TITLE OF PERSON SIGNING (TYPE/PRINT)

CERTIFICATION:

I CERTIFY THAT THE INFORMATION SUPPLIED HEREIN (INCLUDING ALL ATTACHMENTS) IS CORRECT TO THE BEST OF MY KNOWLEDGE. MY FIRM IS IN COMPLIANCE WITH CHAPTER 112.313 (7) FLORIDA STATUTES, "CONFLICT OF INTEREST" AND COLLEGE BOARD RULE 6HX7-2.9(4), AND THAT I HAVE DISCLOSED **BELOW** THE NAME OF ANY COLLEGE EMPLOYEE OR ADJUNCT INSTRUCTOR WHO OWNS, DIRECTLY OR INDIRECTLY, AN INTEREST OF FIVE PERCENT OR MORE IN THE ABOVE FIRM.

ALL VENDORS SHALL COMPLETE AND SIGN THE ATTACHED IRS W-9 FORM TO DO BUSINESS WITH FLORIDA STATE COLLEGE AT JACKSONVILLE. Have you completed the W-9?

REMITTANCE ADDRESS:

IF YOUR REMITTANCE ADDRESS IS DIFFERENT FROM YOUR MAILING ADDRESS PLEASE USE THE SPACE BELOW TO PROVIDE YOUR REMIT TO ADDRESS. PLEASE FILL OUT ALL INFORMATION LINES IF YOU DESIRE A SEPARATE REMIT TO ADDRESS. THIS SECTION WILL BE DETACHED FROM THE APPLICATION & FORWARDED TO ACCOUNTS PAYABLE. THEREFORE, TO ENSURE PROPER PAYMENT, IT IS NECESSARY THAT THIS SECTION BE FILLED OUT COMPLETELY.

Vendor's Remit to MAILING ADDRESS (INCLUDE ZIP CODE)

COMPANY NAME: _____

ATTN: _____

SUITE #: _____

PO BOX : _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP+4 _____ - _____

FEDERAL TAX ID #: _____

OWNERSHIP SSN: _____

TELEPHONE: (_____) _____

FAX: (_____) _____

800 #: (_____) _____

PURSUANT TO FLORIDA STATUTE 112.313(7) AND STATE BOARD RULE 6Hx 7-2.9(4) "PERSONNEL RESPONSIBILITIES OUTSIDE SCOPE OF EMPLOYMENT"

"No College employee (including part time employees or adjunct employees) shall sell any product or services to the Florida State College at Jacksonville Board of Trustees except as may be specified in the employee's position responsibilities at the College"

As such, does your company have any employee that owns greater than 5% of your company and is also a Florida State College at Jacksonville full time/part time/adjunct employee of the College? Yes ___ No ___
(If yes, define below the name of the employee and in detail their relationship with your company and the College)

MINORITY BUSINESS /SMALL BUSINESS/ WOMAN/ VETERAN OWNED BUSINESS ENTERPRISES CERTIFICATE

I HEREBY DECLARE AND AFFIRM that I am the (Title) _____, who is a representative of the firm of _____ that is a minority/small/woman business enterprise (MBE/SBE/WBE) as defined by Florida Statutes and that I have attached any minority certifications available and will provide any additional information requested by Florida State College at Jacksonville to document this fact. The foregoing statements are true and correct and include all material necessary to identify and explain the operation of (Company) _____ as well as >51% ownership and control thereof. Further, the undersigned does agree to provide Florida State College at Jacksonville current, complete and accurate information regarding actual work performed on the project, and to permit an audit and examination of the books, records and files of the above named company by authorized representative of Florida State College at Jacksonville. It is recognized and acknowledged that the statements herein are being given under oath and material misrepresentation will be grounds for terminating any contract which may be awarded in reliance hereon. Termination is understood to include forfeiture of payment for all work not performed at time of notification.

I DO SOLEMNLY DECLARE OR AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.

Signature of Company's Authorized Representative

State of _____ County (City) of _____

on this _____ day of _____, 20_____.

If woman or minority owned, please check the appropriate minority group	
<input type="checkbox"/>	M1 Black Male
<input type="checkbox"/>	M2 Hispanic American
<input type="checkbox"/>	M3 Asian American
<input type="checkbox"/>	M4 Native American
<input type="checkbox"/>	M5 Native Hawaiian
<input type="checkbox"/>	M6 Small Business
<input type="checkbox"/>	M7 Disable
<input type="checkbox"/>	M8 American Women
<input type="checkbox"/>	M9 Black American Woman
<input type="checkbox"/>	S1 Small Business Concern
<input type="checkbox"/>	S2 Small Business Disadvantage
<input type="checkbox"/>	S3 Historically Underutilized Business Zone ("HUB Zone)
<input type="checkbox"/>	S4 Veteran – Owned
<input type="checkbox"/>	S5 Service – Disabled Veteran Owned
<input type="checkbox"/>	NM Not Minority

“Minority/Small/Women Business Enterprises/Veteran Owned that file false misrepresentation of their MBE/WBE status shall be found guilty of a felony of the second degree and be debarred from bidding at Florida State College at Jacksonville for no less than 36 months pursuant to 287.094 Florida Statute.”



FLORIDA STATE COLLEGE

AT JACKSONVILLE

COMMODITIES

Please Check below the commodities or services you wish to be listed for and return with a completed vendor application. **Note:** The College advertises on the State of Florida Vendor Bid System (VBS) web based system. Vendors should call the Department of Management Services (DMS) at (866) 352-3776 to register for this free VBS service. (Vendor registration on-line <https://vendor.myfloridamarketplace.com/>)

<input checked="" type="checkbox"/>	<u>COLLEGE COMMDOITY #</u>	<u>COMMODITIES</u>
	005	ABRASIVES (006)
	010	ACOUSTICAL, TILE, INSULATING MATERIALS & SUPPLIES
	015	ADDRESSING, COPY & SPRINT DUPLICATING
	009	ADVERTISING (011)
	020	AGRICULTURAL IMPLEMENTS, ACCESSORIES
	022	AGRICULTURAL LAWN MAINTENANCE
	025	AIR COMPRESSOR & ASSOC (026)
	031	AIR CONDITIONING, HEATING VENTS (032)
	035	AIRCRAFT EQUIPMENT PARTS & ACCESSORIES
	019	AMMUNITION
	825	ANIMAL EQUIPMENT & SUPPLIES
	040	ANIMALS
	045	APPLIANCES/EQUIPMENT/HOUSEHOLD TYPE (046)
	050	ART EQUIPMENT & SUPPLIES (051)
	052	ART OBJECTS
	899	AUCTIONEERING SERVICES
	029	AUDIO VISUAL EQUIPMENT & SUPPLIES (030, 880,881,882, 883)
	055	AUTO AND TRUCK ACCESSORIES
	060	AUTO AND TRUCK MAINTENANCE (ITEMS AND REPLACEMENTS)
	065	AUTO BODIES AND SPECIAL ACCESS FOR TRUCKBODIES
	075	AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES (076)
	070	AUTOMOTIVE TRANSPORT EQUIPMENT/MAJOR
	080	BADGES AND OTHER ID EQUIPMENT AND SUPPLIES (081, 082)
	085	BAGS & BAGGING EQUIPMENT
	100	BARRELS, DRUMS, CONTAINERS
	105	BEARINGS, (EXCEPT WHEELBEARINGS & SEALS SEE 060)
	110	BELTS AND BELTING (111)
	115	BIOCHEMICALS - RESEARCH/LABS
	120	BOATS, MOTORS, MARINE SUPPLIES
	519	BOOKBINDING SUPPLIES
	679	BOOKBINDING, REBINDING AND REPAIRING
	886	BOOKSTORE OPERATION SERVICES (887, 888, 889, 891, 892, 893, 894)
	135	BRICKS AND OTHER CLAY/STONE PRODUCTS
	145	BRUSHES (146)
	150	BUILDERS SUPPLIES (151)
	709	BUILDING MAINTENANCE AND REPAIR (710)
	910	BUILDING MAINTENANCE AND REPAIR SERVICES (911)
	155	BUILDINGS, FABRICATED
	160	BUTCHER SHOP AND MEAT PROCESSING
	280	CABLE, WIRES AND WIRING (281, 282)
	165	CAFETERIA, KITCHEN EQUIPMENT (COMMERCIAL) (166)

☑	<u>COLLEGE COMMDOITY #</u>	<u>COMMODITIES</u>
	819	CARPETS, VINYLBASE AND V.C.T INSTALL AND FURNISH
	049	CELLULAR PHONES
	829	CERMIC. PAVERS & QUARRY TILE
	175	CHEM LAB/SCIENCE LAB EQUIPMENT & SUPPLIES (176)
	190	CHEMIACL IN BULK AMOUNTS
	185	CHILDCARE EQUIPMENT AND SUPPLIES
	192	CLEANING COMPOSITIONS & SOLVENTS (194)
	950	CLERICAL, LABORERS, SPECIALITY CONTRACTORS
	193	CLINICAL LAB REAGENTS/TEST
	195	CLOCK TIMERS WATCHES TOOLS & EQUIPMENT (196)
	200	CLOTHING & APPAREL (201)
	059	COIN-OP COPIES
	989	COLLECTION AGENCY
	915	COMMUNICATIONS & MEDIA RELATED (916)
	205	COMPUTER DATA, WORD PROCESSOR (206, 207, 208, 211, 212, 213)
	529	COMPUTER DISKETTES LASER TONER (531 & 532)
	210	CONCRETE AND CORRUGATED METAL CULVERTS, PIPES ETC.
	069	CONSTRUCTION SERVICES (071 & 072)
	991	CONSULTANTS (994 & 995)
	699	CONTRACTOR, ELECTRICAL
	719	CONTRACTOR, ELEVATORS
	728	CONTRACTOR, GENERAL (729)
	739	CONTRACTOR, IRRIGATION
	749	CONTRACTOR, LANDSCAPING
	759	CONTRACTOR, MECHANICAL
	779	CONTRACTOR, PAINTING & WALLCOVERING
	799	CONTRACTOR, PLUMBING
	809	CONTRACTOR, REPAIR/RENOVATION
	789	CONTRACTOR, ROAD HIGHWAY & PARKING LOT
	220	CONTROL INDICATION RECORD INSTRUCTION (221)
	225	COOLER, WATER
	095	COSMETOLOGY EQUIPMENT & SUPPLIES
	232	CRAFTS, GENERAL
	233	CRAFTS, SPECIALIZED
	079	CULINARY ARTS
	240	CUTLERY, DISHES, FLATWARE, GLASSWARE, ETC.
	920	DATA PROC SVC/SOFTWARE (922 & 923)
	921	DATA PROC SVC AND SOFTWARE - - - RENTAL
	250	DATA PROCESSING-CARDS, PAPER (251)
	255	DECALCOMANIAS
	260	DENTAL EQUIPMENT AND SUPPLIES
	089	DISABLED EQUIPMENT AND SERVICES
	265	DRAPIERS, CURTAINS, UPHOLSTERY MATERIAL
	270	DRUGS, PHARMACOLOGICAL AND BIOLOGICAL
	839	DRYWALL, EXT. INSULATION SYSTEM AND CEILING
	099	DUPLICATING AND COPIES/EQUIPMENT AND SUPPLIES
	284	ELECTRICAL EQUIPMENT & SUPPLIES (285, 286)
	248	ELECTRICAL SECURITY/FIRE SYSTEM (249)
	287	ELECTRONIC COMPONENTS REPLACEMENT PARTS (288, 291)
	295	ELEVATORS, BUILDING TYPE
	300	EMBOSSING AND ENGRAVING
	290	ENERGY COLLECTING EQUIPMENT AND ACCESSORIES
	305	ENGINEERING/SURVEYING/DRAWINGS AND EQUIPMENT
	310	ENVELOPES PLAIN & PRINTED (311, 312)
	315	EPOXY BASED FORMULATIONS
	109	EQUIPMENT MAINTENANCE (112)
	925	EQUIPMENT REPAIR MAINT/RECONDITION SERVICES (926)

☑	<u>COLLEGE COMMDOITY #</u>	<u>COMMODITIES</u>
	930	EQUIPMENT RENTAL
	119	EXPRESS MAIL
	320	FASTENER FASTENING DEVICES (321, 322)
	129	FAX - EQUIPMENT AND SUPPLIES
	325	FEED AND BEDDING FOR ANIMALS
	330	FENCING
	335	FERTILIZERS AND SOIL CONDITIONERS
	900	FILM, X-RAY 9(INCLUDING DENTAL)
	139	FILTERS
	429	FINANCIAL AND BANKING SERVICES
	932	FINANCIAL SERVICES
	149	FIRE ACADEMY EQUIPMENT AND SUPPLIES
	340	FIRE PROTECTION/EQUIPMENT & SUPPLIES (346)
	345	FIRST AID/SAFETY EQUIPMENT/SUPPLIES (347, 348, 351)
	350	FLAGS/FLAG POLES/BANNERS (352, 354)
	360	FLOOR COVERING - INSTALLATION, REMOVAL, EQUIPMENT
	365	FLOOR MAINTENANCE MACHINES, PART AND ACCESSORIES
	859	FLOOR SYSTEMS, ACCESSIBLE
	159	FLORAL EQUIPMENT AND SUPPLIES
	549	FOOD SERVICE EQUIPMENT AND MACHINERY
	385	FOOD SERVICE/CATERING
	909	FOOD VENDING SERVICE
	380	FOODS, DAIRY PRODUCTS, FRESH
	390	FOODS, PERISHABLE
	275	FOODS, STAPLES, EDIBLE
	400	FOUNDRY CASTINGS, EQUIPMENT, SUPPLIES AND MACHINE
	403	FRIEGHT, SHIPPING, HANDLING, PACKAGING, ETC.
	405	FUEL, OIL GREASE AND LUBRICANTS
	558	FURNITURE, COMPUTER (559)
	420	FURNITURE, NON-OFFICE (421, 422)
	425	FURNITURE, OFFICE (426, 427)
	415	FURNITURE, HOSPITAL - GENERAL
	410	FURNITURE, HOSPITAL - SPECIALIZED
	430	GASSES: HOSPITAL & PERSONAL SANITATION PRODUCTS
	435	GERMINICIDES, HOSPITAL & PERSONAL SANITATION
	440	GLASS AND GLAZING SUPPLIES
	169	HAZARDOUS CHEMICALS
	450	HARDWARE, SHELF AND ALLIED ITEMS (451, 452)
	179	HAZARDOUS DISPOSAL AND REMOVAL
	935	HEALTH RELATED SERVICES (NOT INCLUDING HUMAN SERV)
	460	HOSES, EXCEPT AUTO, FIRE, PAINT SPRAY (461)
	465	HOSPITAL EQUIPMENT - GENERAL (466)
	470	HOSPITAL EQUIPMENT - MOBILITY & SPEECH IMPAIRED
	475	HOSPITAL SUNDRIES
	359	HVAC
	905	INSTITUTIONAL AND MEMBERSHIP DUES, ETC
	189	INSURANCE
	439	INSURANCE HEALTH RELATED SERVICES
	949	JANITORIAL SERVICE
	485	JANITORIAL SUPPLIES - GENERAL (486, 487)
	493	LAB EQUIP ACCESS BIO CHEMISTRY MAJOR (494)
	490	LAB EQUIP & ACCESS-MAJOR (491)
	495	LAB/FIELD EQUIP SUPPLIES BIOLOGY (496)
	198	LAMPS (199)
	505	LAUNDRY & DRY CLEANING EQUIPMENT & SUPPLIES
	940	LAUNDRY & DRY CLEANING SERVICES
	515	LAWN EQUIPMENT (516)

✓	<u>COLLEGE COMMDOITY</u> #	<u>COMMODITIES</u>
	525	LIBRARY MACHINES & SUPPLIES
	509	LIBRARY SERVICES
	568	LINERS, TRASH CAN, PLASTIC (569)
	530	LUGGAGE, BRIEFCASES, PURSES & WALLETS, ETC.
	540	LUMBER: PLYWOOD, PRESSBOARD, SHEETROCK, SHINGLES,
	545	MACHINERY & HEAVY HARDWARE
	945	MAGAZINE SUBSCRIPTIONS/LIBRARY SERVICES
	209	MAINTENANCE, PLANTS
	219	MAINTENANCE, COMPUTERS
	409	MAINTENANCE, HEATING/VENTILATION/AIR CONDITIONING
	979	MAINTENANCE, MICROCOMPUTER
	419	MAINTENANCE, NURSERY PLANTS (INTERIOR/EXTERIOR)
	229	MARINE ENGINE EQUIPMENT & SUPPLIES
	550	MARKER PLAQUE SIGN TRAFFIC CONTROL (551, 552)
	555	MARKING DEVICES
	560	MATERIAL HANDLING EQUIPMENT (561)
	259	MEDICAL EQUIPMENT & SUPPLIES
	570	METALS: BARS, PLATES, RODS, SHEETS, TUBING, ETC.
	575	MICROFICHE MICROFILM & EQUIPMENT (576)
	939	MICROFILM SERVICE
	238	MICROSCOPES (239)
	578	MISCELLANEOUS MATERIALS & PRODUCTS (581, 582, 584,)
	946	MISCELLANEOUS SERVICES (947, 948)
	249	MOTOROLA RADIOS
	580	MUSICAL INSTRUMENTS & SUPPLIES
	590	NOTIONS & SEWING SUPPLIES - ALL KINDS
	595	NURSERY STOCK, EQUIPMENT & SUPPLIES
	600	OFFICE MACHINE & EQUIPMENT ACCESSORIES (601, 602)
	605	OFFICE MECHAN AIDS SM MACHINES (606)
	615	OFFICE SUPPLIES NOT CLASSIFIED (616)
	620	OFFICE SUPPLIES, PENS, PENCILS, ETC. (621)
	610	OFFICE SUPPLY CARBON PAPER RIBBONS (611, 612)
	625	OPTICAL EQUIPMENT & SUPPLIES
	269	PAGER/BEEPER
	630	PAINT COATING VARNISH WALLPAPER (631)
	635	PAINTING EQUIPMENT & SUPPLIES (636)
	588	PAPER CONTINUOUS COMPUTER (589)
	645	PAPER OFFICE & PRINTSHOP USE (646)
	599	PAPER TOWELS AND TOILET
	640	PAPER, PLASTIC PRODUCTS - DISPOSABLE
	609	PAPER, SHEETS
	650	PARK & PLAYGROUND EQUIPMENT (651)
	279	PAYPHONE SERVICES
	879	PERSONNEL, TEMPORARY (NOT SERVICES)
	919	PEST CONTROL SERVICE (289)
	655	PHOTOGRAPHIC EQUIPMENT & SUPPLIES (656)
	024	PHYSICAL THERAPY EQUIPMENT
	539	PIPE, IRRIGATION
	665	PLASTICS - FORMING, LAMINATING AND MOLDING
	670	PLUMBING EQUIPMENT FIXTURES & SUPPLIES (671)
	675	POISONS, AGRICULTURAL AND INDUSTRIAL
	680	POLICE EQUIPMENT & SUPPLIES
	299	POSTAL PRE-SORT
	499	PRINT CATALOG CLASS SCHEDULE (500, 501, 502)
	395	PRINT FORMS CONT COMPUTER PAPER (396, 397)
	705	PRINT PREP ETCHING TYPESETTING, ETC (706)
	694	PRINTING & SILKSCREENING (695, 696, 697)

<input checked="" type="checkbox"/>	<u>COLLEGE COMMDOITY #</u>	<u>COMMODITIES</u>
	618	PRINTING CONTINUOUS FORMS (619)
	700	PRINTING PLANT EQUIPMENT AND SUPPLIES
	459	PRINTING, DIPLOMAS AND CERTIFICATES
	993	PROFESSIONAL SERVICES (ARCHITECT, ETC) (997, 998, 999)
	955	PUBLIC WORKS: SEWER AND WATER RELATED SERVICES
	712	PUBLICATIONS/BOOK/ETC MATERIAL (713, 714, 715, 716, 717, 718)
	720	PUMPS & PUMP ACCESSORIES (721)
	725	RADIO AND TELECOMMUNICATIONS EQUIPMENT (726, 727)
	730	RADIO, TV & ELECTRONIC TESTING AND ANALYZING
	735	RAGS/SHOP TOWELS/WIPING CLOTHS (736, 737)
	309	RECYCLING
	740	REFRIGERATION EQUIPMENT (741)
	319	REFUSE/WASTE
	970	RENTAL OR LEASE OF SPACE
	745	ROAD AND HIGHWAY BUILDING MATERIAL - ASPHALTIC
	750	ROAD AND HIGHWAY BUILDING MATERIAL - NOT ASPHALTIC
	765	ROAD AND HIGHWAY EQUIPMENT (EXCEPT 750 AND 755)
	760	ROAD AND HIGHWAY EQUIPMENT - EARTH
	755	ROAD AND HIGHWAY EQUIPMENT AND PARTS ASPHALT
	960	ROADSIDE, GROUNDS AND PARK AREA SERVICES
	869	ROOF REPAIR SERVICE
	770	ROOFING (EXCEPT WOOD - SEE 540)
	639	ROPE, CORD OR TWINE
	579	RUBBER STAMPS
	931	SALE OF SURPLUS EQUIPMENT AND MATERIALS
	775	SALT: SODIUM CHLORIDE (EXCEPT TABLE - SEE 275)
	780	SCALES/WEIGHING (781)
	785	SCHOOL/HIGH ED EQUIPMENT & SUPPLY (786)
	329	SECURITY EQUIPMENT & SUPPLIES
	959	SECURITY, FIRE AND SAFETY SERVICES (965)
	790	SEED, SOD, SOLID AND INNOCULANTS
	795	SEWING ROOM AND TEXTILE MACHINERY AND ACCESSORIES
	800	SHOES AND BOOTS
	369	SIGNAGE, INTERIOR AND EXTERIOR
	337	SOFTWARE COMPUTER (338, 339, 341, 342, 343, 344)
	802	SOUND SYSTEM/GROUP INTERCOM (803, 804)
	992	SPECIALIZED SERVICES (996)
	805	SPORTING/ATHLETIC GOODS (806, 807,808)
	810	SPRAYING EQUIPMENT (EXCEPT HOUSEHOLD, NURSERY)
	815	STEAM AND HOT WATER SPECIALTIES
	820	STEAM BOILERS, STEAM HEATING & POWER PLANT EQUIP
	821	SWIMMING POOL & DIVING EQUIPMENT & SUPPLIES
	830	TANKS, METAL, WOOD & SYNTHETIC
	832	TAPE - LABELING, GUMMED INSULATED, ETC.
	840	TELEVISION EQUIPMENT & ACCESSORIES (841, 842)
	449	TEMPORARY AGENCY
	850	TEXTILES, FIBERS, HOUSEHOLD LINENS & PIECE GOODS
	855	THEATRICAL EQUIPMENT & SUPPLIES
	860	TICKETS, COUPON BOOKS, SALES BOOKS, ETC.
	863	TIRES & TUBES
	379	TOILET PARTITION & ACCESSORIES
	445	TOOLS/HAND NOT CLASSIFIED (446, 447)
	489	TRAVEL SERVICE
	349	TYPEWRITER MAINTENANCE
	479	UNIFORM RENTAL SERVICE
	870	VERTICAL BLINDS, AWNINGS, SHADES & SERVICE
	875	VETERINARY EQUIPMENT & SUPPLIES

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do NOT
 send to the IRS.**

Please print or type

Name (If a joint account or you changed your name, see **Specific Instructions** on page 2.)

Business name, if different from above. (See **Specific Instructions** on page 2.)

Check appropriate box: Individual/Sole proprietor Corporation Partnership Other ▶

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How To Get a TIN** on page 2.

Social security number								

OR

Employer identification number								

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)

List account number(s) here (optional)

Part III Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions.—You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here

Signature ▶

Date ▶

Purpose of Form.—A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are an exempt payee.

Note: If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What Is Backup Withholding?—Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding

include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only), or

5. You do not certify your TIN when required. See the Part III instructions on page 2 for details.

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure To Furnish TIN.—If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding.—If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal Penalty for Falsifying Information.—Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs.—If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name.—If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole Proprietor.—You must enter your individual name as shown on your social security card. You may enter your business, trade, or "doing business as" name on the business name line.

Other Entities.—Enter the business name as shown on required Federal tax documents. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or "doing business as" name on the business name line.

Part I—Taxpayer Identification Number (TIN)

You must enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How To Get a TIN** below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, using your EIN may result in unnecessary notices to the requester.

Note: See the chart on this page for further clarification of name and TIN combinations.

How To Get a TIN.—If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5** from your local Social Security Administration office. Get **Form W-7** to apply for an ITIN or **Form SS-4** to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676).

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester. Other payments are subject to backup withholding.

Note: Writing "Applied For" means that you have already applied for a TIN OR that you intend to apply for one soon.

Part II—For Payees Exempt From Backup Withholding

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the separate Instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester a completed **Form W-8**, Certificate of Foreign Status.

Part III—Certification

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

1. Interest, Dividend, and Barter Exchange Accounts Opened Before 1984 and Broker Accounts Considered Active During 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, Dividend, Broker, and Barter Exchange Accounts Opened After 1983 and Broker Accounts Considered Inactive During 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real Estate Transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other Payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services (including attorney and accounting fees), and payments to certain fishing boat crew members.

5. Mortgage Interest Paid by You, Acquisition or Abandonment of Secured Property, Cancellation of Debt, or IRA Contributions. You must give your correct TIN, but you do not have to sign the certification.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends,

and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name, but you may also enter your business or "doing business as" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

