# Vendor Registration Form

**Vendor/Business Name:**

Send Orders To:

**Street Address:**

<table>
<thead>
<tr>
<th>Address 2:</th>
<th>City/State:</th>
<th>Zip:</th>
<th>Country:</th>
</tr>
</thead>
</table>

**Contact Name:**

<table>
<thead>
<tr>
<th>Email Address:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

**Payment Information** (Check if same as above.)

<table>
<thead>
<tr>
<th>Street Address:</th>
<th>Send Payments to Name (if different than above):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address 2:</th>
<th>City/State:</th>
<th>Zip:</th>
<th>Country:</th>
</tr>
</thead>
</table>

**Payment Terms:**

<table>
<thead>
<tr>
<th>Business Classification</th>
<th>Accept Mastercard:</th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
</table>

**Minority-Owned Enterprise:** ☐ Yes ☐ No

**Woman-Owned Enterprise:** ☐ Yes ☐ No

**Is your company bondable:** ☐ Yes ☐ No

## Substitute IRS W-9 Form:

**Business, Individual, Trade, or DBA (Doing Business As) if different from legal name of person or entity:**

**DBA:** ☐ Exempt Payee

**Check the box which describes the type of business and provide name and tax ID information:**

**☐ Individual or Sole Proprietorship**

<table>
<thead>
<tr>
<th>Name of owner as known to the Social Security Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _</td>
</tr>
</tbody>
</table>

**☐ Limited Liability Company (LLC)**

<table>
<thead>
<tr>
<th>Name of business entered on charter or document creating the legal entity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FED ID, TIN, or EIN: _ _ _ _ _ _ _ _ _ _ _ _</td>
</tr>
</tbody>
</table>

**☐ Corporation ☐ Medical Corp ☐ Legal Corp**

**☐ S Corporation ☐ Partnership**

**☐ Nonprofit Organization ☐ Trust/Estate**

**☐ Federal or ☐ Local or ☐ State Government**

**☐ Other (list type)**

**Certification: Under penalties of perjury, I certify that:**

1. The numbers shown on this form is my correct taxpayer identification numbers (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding either 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 ot 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, and
3. I am a U.S. citizen or other U.S. person.

**Certification Instructions:** See IRS W-9 instructions to complete this form at [http://www.irs.gov/formspubs/index.html](http://www.irs.gov/formspubs/index.html)

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**Authorized Signature**

**Title**

**Date**

**Print or Type Name**

**Phone Number**

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