|  |  |  |  |
| --- | --- | --- | --- |
| **VENDOR NAME (as shown on income tax return)** | **PHONE NO:** | **FAX NO:** | **VENDOR NUMBER (Internal Use Only)** |
|       |       |       |       |
| **BUSINESS NAME** (if different from above) |  |  |  |
|       |  |  |  |
| **PURCHASE ORDER ADDRESS** | **CITY** | **STATE** | **ZIP CODE** |
|       |       |       |        |
| **INVOICE REMITTANCE ADDRESS** | **CITY** | **STATE**  | **ZIP CODE** |
|       |       |       |        |
| **UNITED STATES TAXPAYER IDENTIFICATION NUMBER (Social Security Number or Employer Identification Number)** | DUN & BRADSTREET# | **ACCEPTED PAYMENT METHOD(S)** | **VENDOR’S INTERNET ADDRESS** |
|        |       |       |       |
| **Payment Terms**        |  |
| **VENDOR CONTACTS** |
| Name:       | Title:      | Phone:       | Email:       |  |
| Name:       | Title:       | Phone:       | Email:       |  |
| **Business Type: (check all that are applicable)**[ ]  C Corporation [ ]  Partnership [ ]  Sole Proprietor [ ]  Individual [ ]  Other (explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  S Corporation [ ]  Limited Liability Company: provide tax classification (C=Corporation, S=S Corporation, P=Partnership): \_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  United States Tax Exempt Organization (501(c)\_\_\_) [ ]  Non-Profit: provide Internal Revenue Code classification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  International Organization: not organized in the United States or under the laws of the United States Organized in the following country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Business Activity: {Check all that are applicable)**[ ]  Merchandise (Goods Only) [ ]  Services [ ]  Rentals [ ]  Legal Services [ ]  Medical/Health Care [ ]  Royalties[ ]  Merchandise & Services [ ]  Consultant/Professional feesSize/Type Classification Certification: [ ]  Foreign Based Business [ ]  Large[ ]  Small Business[ ]  Small Disadvantaged Business [ ]  Small Woman Owned Small Business [ ]  Hist. Black College – Minority [ ]  HUB Zone Small Business(SH) [ ]  Service-Disabled, Veteran-Owned Small BusinessHas your organization been previously notified by the United States Internal Revenue Service that you are subject to back up withholding.   [ ] Yes or [ ] No |