



VENDOR REGISTRATION FORM

ST. JOSEPH COUNTY
ESTABLISHED 1830

Vendor # _____

W-9 INFORMATION

Entity Name _____

DBA (If Applicable) _____

(Check One Box) Federal I.D. (EIN) or Social Security Number _____

ADDRESS & CONTACT INFORMATION

Remittance Address for Payment

Physical / Order Address (if different)

(Name of Authorized Representative for Quotes, Bids, or Contracts) (Job Title)

Phone: _____ - _____ - _____ (EXT) _____ Fax: _____ - _____ - _____

Email Address: _____

Entity Owner(s) Name(s) _____

ENTITY ATTRIBUTE INFORMATION

Type of Organization (Check One Box) ****Denotes a 1099 Reportable Vendor*

- Corporation Proprietorship* Joint Venture* Medical Corporation* Partnership*
- Other* _____

Type of Business (Check Any That Apply)

- Factory Representative Wholesale Dealer Retail Dealer Manufacturer
- Construction Unlimited Contractor Limited Contractor
- Service Establishment (Please Define): _____
- Other (Please Define): _____

(Optional) Ownership of 51% or More: Majority Racial Minority Women-Owned Other

LEGAL INFORMATION

- Owners: Those persons having a financial interest of Five Percent (5%) or greater.
- Affiliates: Business concerns are affiliates of each other when (either directly or indirectly); (a) one concern controls or has the power to control the other, or (b) a third-party either controls or has the power to control both. In determining whether concerns are independently owned and operated AND determining whether affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship.
- Members: Any employee of the organization.
- Participants: Any Person(s) taking part or having a share in the business activities of the organization.

Corporations & Partnerships - Please Supply the Following Information:

President

Vice President

Secretary

Treasurer

Under Penalties of perjury, I affirm that:

- A. 1) 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
2) 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.
(Does not apply to real estate transactions, mortgage interest paid, the acquisition or abandonment of secured property, contributions to an Individual Retirement Arrangement (IRA), and payments other than interest and dividends).
**** You MUST cross out item "b)" above if you have been notified by the IRS that you are presently subject to backup withholding because of under-reporting interest or dividends on your tax return ****
- B. My organization has not been determined to be non-responsible nor non-responsive by a governmental board or agency within the last three (3) years.
- C. No owner or officer of this organization has been indicted or charged and convicted on a felony charge within the last three (3) years.
- D. No owner, officer, member, affiliate, or direct / indirect participant of this organization has been indicted or charged and convicted of a crime relating to a public contract within the last three (3) years.
- E. Neither this organization nor any of its owners or officers is presently delinquent on property taxes or any fee (including but not limited to permit, license, and user fees) owed to St. Joseph County.
- F. My organization is not included on the U.S. Comptroller General's Consolidated List of Persons or Firms Currently Debarred for Violations for Various Public Contracts Incorporating Labor Standard Provisions.

For each item that affiant cannot attest to as truth, affiant shall cross-out that item and provide explanation on a separate sheet. Please refer to item letter in explanation.

(PRINTED NAME)

(SIGNATURE)

____ / ____ / ____
(DATE)

FORM MUST BE SIGNED TO BE VALID

Please also complete the attached Class Commodity Listing

COMMODITY CODES - PARTS & GOODS CLASS LISTING

Vendors who provide Parts or Goods only should select from one of these classes:

A

- Auto-Power Train
- Auto-Electrical Systems
- Auto-Chassis Accessories
- Automotive-Specialized Parts, Repair
- Abrasives
- Acoustical Tile, Insulating Materials
- Addressing, Copying, Mimeograph
- Agricultural Equipment
- Agricultural implements & Parts
- Air Compressors & Accessories
- Air Conditioning & Heating
- Aircraft, Helicopter Equipment
- Amusement, Entertainment, Toys, Games
- Animals, (Live) Accessories
- Appliances
- Art Equipment & Supplies
- Art Objects
- Automotive Accessories
- Automotive Maintenance Items
- Automotive Bodies & Accessories
- Automotive Vehicles
- Automotive Shop Equipment

B

- Badges, Emblems, Name Tags
- Bags, Bagging, Ties, & Erosion Control Equipment
- Barrels, Drums, Kegs & Containers
- Bearing, except Automotive
- Belting: Conveyor, Elevator
- Boats, Motors, Marine & Wildlife Supplies
- Bookbinding Supplies
- Bricks & other Clay Products
- Brushes
- Builders Supplies

- Building & Structures: Fabricated & Prefabricated

C

- Cafeteria & Kitchen Equipment
- Chemical Laboratory Equipment
- Cleaning Composition, Detergents, Solvents, etc.
- Clocks, Timers, Watches
- Clothing, Apparel, & Uniforms
- Computer Hardware & Peripherals for Microcomputers
- Computer Hardware & Peripherals for Mini & Mainframe Computers
- Computer Accessories & Supplies
- Computer Software & Microcomputer
- Computer Software & Equipment Mainframe
- Culverts, Pilings, Septic Tank Accessories & Supplies
- Controlling, Indicating, Measuring Instruments & Supplies
- Coolers, Drinking Fountains
- Crafts: General
- Crafts: Specialized
- Cutlery, Dishes, Flatware, Glassware, Trays, Utensils & Supplies

D

- Data Processing Cards, & Paper
- Decals & Stamps
- Dental Supplies
- Draperies, Curtains, Upholstery
- Drugs, Pharmaceuticals (Human)

E

- Electrical Cables & Wire (not Electronic)
- Electrical Equipment (Except Cable & Wire)
- Electronic Components
- Engineering & Surveying Equipment
- Envelopes, Plain/Printed

- Epoxy-Based Formulations for Adhesives

F

- Fastening, Packaging, Strapping Equipment & Supplies
- Feed, Bedding, Vitamins (Animals)
- Fencing 335
- Fertilizers & Soil Conditioners
- Fire Protection Equipment
- First Aid & Safety Equipment
- Flags, Flag Poles, Banners
- Floor Covering
- Floor Maintenance Machines
- Foods: Bakery Products (Fresh)
- Foods: Dairy Products (Fresh)
- Foods: Freeze-dried, Frozen & Prepared (Ready to Eat)
- Foods: Perishable
- Foods: Staple Grocery
- Forms, Continuous
- Fuel, Oil, Grease, & Lubricants
- Furniture: Household, Library
- Furniture: Office

G

- Gases, Containers, Equipment
- Germicides, Cleaners
- Glass & Glazing Supplies

H

- Hand Tools
- Hardware & Related Items
- Hose & Accessories
- Hospital & Surgical Equipment
- Hospital Equipment & Supplies
- Hospital, Surgical & Related Medical Accessories

J

- Janitorial Supplies

COMMODITY CODES - PARTS & GOODS CLASS LISTING (CONTINUED)

L

- Laboratory Equipment (General)
- Laboratory Equipment (Chemical)
- Laboratory Equipment (Biology, Botany, Geology, Microbiology)
- Laundry & Dry Cleaning
- Lawn Maintenance Equipment
- Leather & Related Equipment
- Lumber & Related Products
- Machinery & Hardware
- Markers, Plaques, & Traffic Control Devices
- Marking & Stenciling Devices
- Material Handling & Storage Equipment
- Metals: Bars, Plates, Rods, Sheets
- Microfiche & Microfilm Equipment
- Miscellaneous Products

N

- Notions & Sewing Equipment
- Nursery Stock, & Supplies

O

- Office Machines
- Office Mechanical Aids, Small Office Machines & Apparatus
- Office Supplies: Ribbons, All Types
- Office Supplies: General
- Office Supplies: Writing Instruments & Supplies
- Optical Equipment

P

- Paint, Varnish & Related Items
- Painting Equipment & Accessories
- Paper Products
- Paper: Office & Print
- Park, Playground & Swimming Pool Equipment
- Personal Hygiene, Grooming & Related
- Photographic Equipment
- Pipe & Tubing

- Pipe Fittings
- Plastic, Resins, Fiberglass
- Plumbing Equipment & Supplies
- Poisons: Agricultural
- Police Equipment Supplies
- Printing Plant Equipment
- Publications & Audio Visual
- Pumping Equipment

R

- Radio Communication, Telephone & Telecom communication Equipment Communications Measuring & Analyzing Equipment & Accessories
- Rags, Shop Towels & Equipment Wiping Cloths
- Refrigeration Equipment & Accessories
- Road & Highway Building Material (Asphaltic)
- Road & Highway Equip. & Parts Asphalt & Concrete Handling
- Road & Highway Equip. & Parts Earth Handling
- Road & Highway Equip. & Parts Other Than Above
- Roofing Materials

S

- Salt (Sodium Chloride)
- Scales & Weighing Apparatus
- School Equipment
- Seed, Sod, Soil & Inoculants
- Shoes & Boots
- Signs, Sign Materials, Sign Making Equipment, Supplies
- Sound Systems: Components & Accessories
- Sporting Goods
- Spraying Equipment
- Steam & Hot Water Fittings & Supplies
- Steam Boilers, Steam & Heating & Power Plant Equipment
- Stockman Equipment

T

- Tanks (Metal, Wood, etc.)
- Tape, Duct, Nylon, Masking, etc.
- Television Equipment & Accessories
- Testing Instruments Testing, Soil, Hazmat
- Textiles, Fibers, Household Linens
- Theatrical Equipment & Supplies
- Tires & Tubes
- Twine

V

- Venetian Blinds, Awnings, Shades
- Veterinary Supplies
- Visual Ed Equipment & Supplies

W

- Water & Wastewater Treatment Chemicals
- Water Supply & Sewage Treatment Equipment
- Welding Equipment & Supplies

COMMODITY CODES - SERVICES CLASS LISTING

Vendors who provide Services only should select from one of these classes:

A

- Aircraft Operations Service
- Architect & Professional Design

B

- Bookbinding, Rebinding, & Repair
- Building Construction Services
- Building Maintenance & Repair: Plumbing, Welding, Janitorial, Pest Control, Radio television

C

- Communications & Media Services
- Consulting Services

D

- Data Processing Services & Software

E

- Education Services
- Engineering Services, Professional
- Equipment Maintenance: Automotive
- Equipment Maintenance: Agricultural, Heavy Equipment, Machinery
- Equipment Maintenance: Appliance, Furniture, Athletic Equipment
- Equipment Maintenance: Lawn, Painting, Plumbing, Spraying
- Equipment Maintenance: General
- Equipment Maintenance: Laboratory Testing
- Equipment Maintenance: Office Photographic

F

- Financial Services

H

- Health Related Services
- Human Services

I

- Insurance

L

- Laundry & Dry-Cleaning Services
- Library Services

M

- Marine Construction Services: Equipment Maintenance & Repair
- Miscellaneous Professional Services
- Miscellaneous Services

P

- Printing Preparations
- Printing, Publishing
- Public Works Construction

R

- Real Property Rental or Lease
- Rental-Lease: Auto, Heavy Equipment, Agricultural
- Rental-Lease: Hand Tools, Appliances, Furniture, Window and Floor Covering
- Rental-Lease: Engineering, Lab
- Rental-Lease: General Equipment
- Rental-Lease: Uniforms, Laundry Equipment, Painting, Spraying, Lawn Equipment
- Rental-Lease: Office, Photographic
- Printing, Radio/Television Equipment
- Roadside, Grounds & Park Service

S

- Security, Fire, Safety

If you are unable to locate the commodity class for the items or services you supply, please write it below or on a separate sheet of paper and attach it. Thank you for your interest in doing business with St. Joseph County.