Re: Vendor Application

Dear Interested Vendor:

The Peralta Community College District wants to ensure contracting opportunities to all qualified Vendors in our community. In order to become a Vendor, please find attached a Vendor Application, W-9 and Commodity/Class ID Listing. Please complete these documents and submit them to the Purchasing Department for processing.

Once your completed vendor application has been entered into Peralta's database, an assigned Vendor Number will be sent to you. The Vendor Number is necessary in order for you to do business with Peralta Community College District; either with the District Office or one of the four campuses.

Please send the completed forms via facsimile or scan to:

510-587-7873
gdowen@peralta.edu

Sincerely,

Purchasing Department
Peralta Community College District
Telephone No. 510-466-7225
Facsimile No. 510-587-7873

: gpd

Attachments
## VENDOR APPLICATION

1. **MAIN ADDRESS** (Legal Name and Address of Entity)
   - 
   - 
   - 
   - 
   - Phone: 
   - Fax: 
   - Email: 
   - Website: 

2. **REMIT to ADDRESS** (Mailing Address for Payments COMPLETE ONLY IF DIFFERENT FROM MAIN ADDRESS)
   - 
   - 
   - 
   - Phone: 
   - Fax: 
   - Email: 
   - Website: 

3. **CONTACT INFORMATION** (All Purchase Orders Will Be Faxed and or Mailed to the Sales (Primary) Contact.)
   - **Contacts**
     - Sales (Primary): 
     - Sales (Secondary): 
     - President/VP: 
     - Other Contact: 

4. **TYPE of FIRM** (Check One)
   - Goods Only (Taxable) 
   - Services Only (Non-Taxable) 
   - Good and Services 

5. **TYPE of ORGANIZATION** (Check One)
   - Sole Proprietorship 
   - Partnership 
   - Corporation 
   - Limited Liability Corporation 
   - Non Profit or Church 

6. **TAX INFORMATION** (Check One and Provide Number)
   - Federal Tax ID 
   - Social Security Number 

7. **TYPE of CONTRACTOR** (Please specify the type that best depicts your company. ONLY Check One TYPE.)
   - A & E 
   - Consultant 
   - Goods 
   - Plumber 
   - Service 
   - Temp Staffing 
   - Advertising 
   - Electrical 
   - Hardware 
   - Printer/Copying 
   - Software 
   - Asphalt/Concrete 
   - Electronics 
   - Instrumentation 
   - Roofer 
   - Student 
   - Automobile 
   - Employee 
   - Mechanical 
   - Scientific 
   - Surgical/Medical 
   - General Contractor 
   - Painter 
   - Security 
   - Construction 
   - Telecom 

8. **BUSINESS LICENSE NUMBERS** (Provide your Business License Number and any Contractors License Numbers)
   - Business License Number Expiration Date
   - California Contractor Number Expiration Date
   - Other Expiration Date

9. **CERTIFICATIONS** (Does your business qualify under PCCD’s Small Local Business Enterprise Program. See program guidelines.)
   - Yes I am a SLBE (Small Local Business Enterprise) 
   - Yes, I am SELBE (Small Local Emerging Business Enterprise) 
   - None 

10. **NIGP CODES** (Please review the attached Commodity Class ID listings and write in below the Code(s) that best suit your company.)
    - Codes: 

I HEREBY CERTIFY THAT INFORMATION SUPPLIED HEREIN IS CORRECT,

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Signature 

Name/Title 

Date 

Revised 3-15-10
Form W-9

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: □ Individual/Sole proprietor □ Corporation □ Partnership
□ Limited liability company. Enter the tax classification (L=disregarded entity, C=corporation, P=partnership) □ Exempt payee

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

City, state, and ZIP code

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For Individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. 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 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

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, and
3. I am a U.S. citizen or other U.S. person (defined below).

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 4.

Sign Here ▶ Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain 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 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding. If you are a U.S. exempt payee, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien,
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
• An estate (other than a foreign estate), or
• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

• The U.S. owner of a disregarded entity and not the entity,