NORTHSHORE TECHNICAL COMMUNITY COLLEGE

VENDOR SETUP FORM

Complete and FAX to NTCC Vendor ID at (985) 214-4404 or email to purchasing@NorthshoreCollege.edu. Questions? Call (985) 545-1226 or (985) 545-1225

COMPANY/CONTRACTOR NAME: _____ ☐ **Check if Doing Business as (DBA) Name**

PAYMENT REMIT TO ADDRESS AND CONTACT

Name to Make Payment to, if different than above: _____

Street Address or P.O. Box: _____

City: _____ State: _____ Zip Code: _____

A/P E-Mail (required): _____ Country: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____

PURCHASE ORDER INFORMATION, IF DIFFERENT FROM ABOVE:

Street Address or P.O. Box: _____

City: _____ State: _____ Zip Code: _____

E-Mail: _____ Country: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____

CHECK APPROPRIATE BOX:

(1) ☐ US Sole Proprietorship
(2) ☐ US Partnership
(3) ☐ Corporation
(4) ☐ 1099 Miscellaneous Reportable Vendor
(5) ☐ Employee
(6) ☐ Federal/State/Local Government Agency

REQUIRED INFORMATION – ALL VENDORS OR PAYEES

The information below is requested under U. S. Tax Laws. Failure to provide this information may prevent you from being able to do business with the NTCC, or may result in the NTCC having to deduct backup withholding amounts from its payments to you.

U.S. Taxpayer Identification Number (TIN), also known as Federal Employer Identification Number (FEIN) _____ (9 Digits)

If no TIN, but applied for, date applied _____

Vendor Number assigned by NTCC (if known) _____

Employee Number _____

SUBSTITUTE IRS FORM W-9 CERTIFICATION

UNDER PENALTIES OF PERJURY, I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND 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.

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 (ITA), and generally, payments other than interest and individuals, you are not required to sign the Certification, but you must provide your correct TIN.

_____ / _____

Signature of Vendor Representative (REQUIRED) Date

CONTACT FOR VENDOR SETUP FORM

_____

Signature of Person Completing Form Title Phone E-Mail