



Purchasing Department
1500 Harvard Avenue
Seattle, WA 98122-3803
Fax (206) 934-5523

Vendor Registration Form

(Please mail or fax the completed form to Purchasing.)

General Information

Legal Business Name (as shown on IRS income tax return): _____

Business Name (if different from above): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Extension: _____ Fax: () _____

Web Address/URL: _____

Contact Name: _____ Contact Email: _____

Remit Payment to (if different from above): _____

Street Address: _____

Phone: () _____ Extension: _____ Fax: () _____

Accept Payment by Visa Credit Card: Yes: ☐ No: ☐

Commodity (Type of Goods and Services)

Commodity Codes: _____

Vendor Detail Information

Federal Tax ID Number: _____ Social Security Number: _____

Washington State UBI/Tax Registration Number: _____ Dunn & Bradstreet Number: _____

Do you collect Washington state retail sales tax? Yes ☐ No ☐

Types of Ownership: ☐ Individual ☐ Sole Proprietor ☐ Corporation ☐ Partnership

Federal Tax Exempt: Yes ☐ No ☐ If "YES", indicate the IRS Code Section: _____

Certifications

Please check the boxes below that apply to your business.

- (1) **Washington State Office of Minority & Women's Business Enterprises (OMWBE)** – Is your firm certified with OMWBE? If yes, is it:
- ☐ MBE (Minority-owned) ☐ MWBE (Minority & Woman-owned) ☐ WBE (Woman-owned)
- (2) **US Small Business Administration (SBA)** – Is your firm a member of SBA? If yes, is it:
- ☐ SDB (small disadvantaged) ☐ Woman (self-certify) ☐ 8(a) Certified ☐ Small (self-certify)
- (3) **Self-Certification** – If (1) or (2) does not apply to you, do you consider yourself as:
- ☐ MBE ☐ WBE ☐ MWBE ☐ Veteran-owned

Signature: _____

Date: _____

Instructions for Filling out the Vendor Registration Form

- 1. Fill out this form completely.*
- 2. Be sure to check all that apply in the "Certification" section and identify if you have been certified by OMWBE or SBA or both. Otherwise, please check a box under self-certification if it applies.*
- 3. Sign, date, and mail, or fax, to the Purchasing Department:*

*Seattle Community Colleges
Purchasing Department
1500 Harvard Avenue
Seattle, WA 98122-3803
Fax (206) 934-5523*