



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*