

## BAY DISTRICT SCHOOLS PURCHASING DEPARTMENT VENDOR APPLICATION

This is a:

NEW VENDOR

Update Current Vendor

App Checklist:

W9 Form

Cert of Insurance

E-Verify Cert

**INSTRUCTIONS:** Complete all fields of this application and return it to the Purchasing Department at [Procurement@bay.k12.fl.us](mailto:Procurement@bay.k12.fl.us). **Applications sent in without the required fields completed will not be processed.**

### ADDRESS FOR BIDS, QUOTES/ORDERS (Required Fields)

### REMIT TO ADDRESS: (IF DIFFERENT)

COMPANY APPLICANT'S NAME

COMPANY APPLICANT'S NAME

PO BOX

PO BOX

STREET ADDRESS

STREET ADDRESS

CITY/STATE/ZIP

CITY/STATE/ZIP

CONTACT NAME

CONTACT NAME

PHONE

FAX

WEBSITE ADDRESS:

EMAIL ADDRESS of Primary Contact Person (Required Field)

EMAIL ADDRESS for Purchase Orders: (Required Field)

### E-VERIFY (Florida Statute 448.095)

**VENDORS MUST ATTACH A COMPLETED E-VERIFY CERTIFICATION TO THIS APPLICATION WHEN SUBMITTING. YOU MAY DOWNLOAD THE FORM AT <https://www.bay.k12.fl.us/purchasing>**

### TAX INFORMATION

The Internal Revenue Service (IRS) Codes require us to have the Taxpayer's Identification Number (TIN) on file for all individuals or non-corporate businesses receiving payments after January 1, 1984. There are substantial IRS penalties if we do not comply. Furthermore, under Federal income tax law, you are subject to certain penalties if you do not provide us with your correct social security number or other taxpayer identification number.

**VENDORS MUST ATTACH A COMPLETED IRS FORM W-9 TO THIS APPLICATION WHEN SUBMITTING. YOU MAY DOWNLOAD THE FORM AT <https://www.irs.gov/forms-pubs/about-form-w-9>**

### REQUESTING CENTER (Required Field)

School/Department requesting vendor setup:

Contact Person

Phone Number