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| **Vendor Registration Form**  |

*Please type or print your responses to the applicable items below.*

*Your responses will assist us in evaluating your firm for future bid opportunities, and assure that checks for payment are correctly issued .*

 Fax this form and a completed W-9 to **863-297-1085**

**Purchasing Dept.**

999 Avenue H, Northeast

Winter Haven, FL 33881-4299

www.polk.edu/purchasing

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| **1. Company Name***Invoices* ***must*** *be submitted**using the name in 1b* | **a. Corporate Name:**  | **b. Issue Checks to:** *(pay to the order of)* |
| **2. Mailing Address** *Purchase Orders will be**sent to this address* | Street / P.O. Box |  County |
| City  | State  | Zip + 4 |
| **3. Contact Person***Contact for quotes, etc.* | Contact Person  |  Title |
| **4. Contact Information***Internet & Telephone* | Telephone # | Fax | Toll Free | Cell Phone |
| EMail Address | Website Home Page |
| **5. Payment Address***Where to send payments**see section 1b above* | Street Address |
| City  | State | Zip + 4 |
| **6. Corporate Headquarters***If different from above* | Street / P.O. Box |
| *address, see section 1a above* | City  | State | Zip + 4 |
| **7. IRS required information:***Only one is required* | Federal Employer Identification Number | Social Security Number |
| **The purpose of collecting the FEIN/SSN is to comply with IRS regulations to file 1099 forms.** |
| **8. Type of Business:** |  Corporation  Sole Proprietor  Partnership  |
| **9. M/WBE Status:** | Is your company is certified by the State of Florida’s Office of Supplier Diversity as a Minority/Woman Owned Business?  Yes  No |
| **10. Goods/services sold:** |  |
| **11. Commodities:**  | To be included in our database for Invitations to Bid (ITB), **list below** the appropriate **5-digit** Commodity Code Numbers for the ITBs you are interested in. A “hotlink” and passwords to www.nigp.com are available at our website at:www.polk.edu/businessandcommunity/purchasing/Pages/VendorRegistration.aspx |
| **Commodity Codes:** |
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| Please attach brochures & catalogs which may assist in our assessment of your capabilities, and knowledge of your products or services. |