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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. | | | | | | | | | | | | | | |