



# Vendor Registration Form

**Purchasing Dept.**  
 999 Avenue H, Northeast  
 Winter Haven, FL 33881-4299  
 www.polk.edu/purchasing

*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*

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