

UNIVERSITY OF NORTHERN IOWA Supplier Information form

Before the University of Northern Iowa can make payment to you or your business, we must gather certain information. This form will supply us with the detailed information that we need whether you are a multi-million dollar corporation that we have an on-going relationship with or an individual interacting with the University this one time.

Instructions: Complete only those sections that apply to you as an individual or a business.

If you are a Corporation, Partnership, or LLC:

Complete Sections: A,B,D through K * = REQUIRED SECTION

- * A Provide your type of company.
- * B Enter your official business name. If you are a company doing business as (DBA) another company, provide that name on line 2.
- * Enter your Federal Taxpayer ID number. This is a nine-digit number that is in the format of xx-xxxxxxx.
- * D Enter the address we should use to send payments (Remittance Address).
Include a name under Contact Person that we can contact with questions about our payment to you.
- * Enter the address we should use to place an order (Order Address) ONLY IF it is different from Remittance Address.
Include a name under Contact Person that we can contact with questions about an order.
- E Provide your terms for payment. Is it due in 30 days, due upon receipt, do you have any discounts if we pay early, etc.
If you have a discount, show it in the percentage and the number of days.
Provide the address and phone information where a quote should be sent, ONLY IF different from the Order address.
If you have a web site, please provide your web address here.
- F Indicate the relationship of any UNI employees in your organization if applicable.
- * G **MANDATORY:** An authorized person must sign, provide their title, phone, and date. This certifies that the information provided on this form is true and correct.
- H Tell us about your operation. Are you a small business, a woman-owned enterprise, etc. ?
- I Check all that describe your company in these three categories.
If you have special licenses or certification, list them here, or attach a separate page.
- J Enter information about your products.
- K Furnish information on what your company does or provides. Check **ALL** that apply in this section.

IF YOU ARE APPLYING TO BE A VENDOR: Return pages 1 and 2 to the Purchasing Dept, Gil 256, Cedar Falls, IA 50614-0008 or fax to them at (319)273-3009. Direct questions about being a vendor to (319)273-2211.

IF YOU ARE WORKING WITH A CAMPUS DEPT: Return pages 1 and 2 to the DEPARTMENT AT UNI THAT IS REQUESTING your goods or services. Keep all other pages. Direct questions about this form to (319)273-3539

If you are a Sole Proprietor or Individual:

Complete Sections: A, C, D,G (H-K optional) * = REQUIRED SECTION

- * A Mark Sole Proprietor or write individual in Other.
- * C PRINT your full legal first, middle, and last name.
If you are a person, doing business as (DBA) a company name, give us that company name.
Your check will be written out to your name, dba your company's name.
Enter your Social Security Number. This is a nine-digit number that is in the format of xxx-xx-xxxx.
Federal tax regulations require us to report taxable revenue paid to suppliers. In order to comply with this regulation, we need to collect your Social Security Number (SSN) prior to the Univ of Northern Iowa processing a payment. The University will not disclose an individual's SSN without the individual's consent to anyone outside the University except as mandated by law.
- * D Provide your mailing address. Your check will be sent here.
Complete the Order Address ONLY IF it is different from your payment address.
If we should contact someone other than you about payments, provide that name here.
- E Individuals are paid upon receipt of all required paperwork from the Department.
If you have a web site, please enter your web address.
- F Does not apply to an individual, but may to a sole proprietor with a business.
- * G **MANDATORY:** You must sign, provide a phone, and date this form.
- H through K Complete these sections only if you feel they will give us a better understanding of your goods/services. Generally these will be completed only by an individual doing business as a company, but is not limited to that.

Return page 1, or pages 1 and 2 (if you entered information in H through K) to the DEPARTMENT THAT REQUESTED your goods or services. Keep all other pages. Direct questions about this form to (319)273-3539

This form serves as a substitute W9 IRS form. We are about to pay you an amount that may be reported to the Internal Revenue Service (IRS). **WE ARE REQUIRED BY LAW TO OBTAIN YOUR TAXPAYER ID AND 1099 REPORTING ADDRESS FROM YOU.**

US Persons/Companies: This form may be used only by a US person or company. including a resident alien.

Foreign persons/companies must also furnish us with the **APPROPRIATE W8 FORM.** www.irs.gov/pub/irs-pdf/fw8ben.pdf

Type of Operation Check all that apply.

- Iowa small business concern as defined by Iowa Law (average annual gross income of less than \$3 million over the last 3 years).
- Small business concern as defined by federal law. (fewer than 500 employees including affiliates, is independently owned and operated, and is not dominant in its field of operation).
- Registered as a small business with The Small Business Administration (SBA)?
note: if you are a small business of any type, you should register with the SBA on their website at www.ccr.gov
- Women-owned small business concern (at least 51% owned by one or more women; or if publicly owned, at least 51% of the stock is owned by such individuals and its managements and daily operations are controlled by them as well).
- Small disadvantaged/minority business concern (at least 51% owned, managed, and operated on a daily basis by one or more socially and economically disadvantaged or minority individuals. Recognized classifications include:
Physically Disabled Veterans African Amer Native Amer Hispanic Amer Asian Amer
- You are certified as an Iowa Targeted Small Business and have enclosed a copy of your TSB Certification.
Questions about TSB certification? Visit website www.state.ia.us/government/dgs/Purchase/Tsb/Tsb.htm

Business Profile (check all that apply)

- | Type of Business | # of Employees | Gross Annual Revenue |
|---|---|---|
| <input type="checkbox"/> Manufacturer | <input type="checkbox"/> 0-20 | <input type="checkbox"/> Less than \$3 million |
| <input type="checkbox"/> Producer | <input type="checkbox"/> 20-100 | <input type="checkbox"/> \$3 - \$5 million |
| <input type="checkbox"/> Distributor | <input type="checkbox"/> 100-500 | <input type="checkbox"/> \$5-\$7 million |
| <input type="checkbox"/> Dealer without inventory/stock | <input type="checkbox"/> 500-750 | <input type="checkbox"/> \$7-\$10.5 million |
| <input type="checkbox"/> Dealer with inventory/stock | <input type="checkbox"/> 750-1000 | <input type="checkbox"/> More than \$10.5 million |
| <input type="checkbox"/> Construction concern | <input type="checkbox"/> 1000-1500 | |
| <input type="checkbox"/> Professionally Licensed | <input type="checkbox"/> more than 1500 | |
| <input type="checkbox"/> Sales Representative | | |
| <input type="checkbox"/> Service Establishment | | |
| <input type="checkbox"/> Other | | |

Special Licenses or Certifications

Please list any special licenses or certifications your company has received that are required or will enhance the company's performance. Contractors should list applicable state or federal licenses well as products they are certified to apply or install. IA law specifies that all construction contractors utilized by state agencies must have an IA Contractor's Registration Number before a contract can be awarded.

Product Information

Please list the major product lines your business handles. For Producers and Manufacturers list major products produced. Distributors, Sales Reps, and construction concerns, indicate major brand names of products carried in inventory or represented. You may return with this form: lines cards, catalogs, product flyers, or other literature describing products or services your company offers.

Mark all that apply to your company's products/services:

- | | | | | |
|---|--|--|---|---|
| <p>Lawn Care</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tractors and mowers <input type="checkbox"/> Seed & Feed <input type="checkbox"/> Fertilizers <input type="checkbox"/> Herbicides & Pesticides <input type="checkbox"/> Equipment & Supplies | <p>Electronic</p> <ul style="list-style-type: none"> <input type="checkbox"/> Appliances <input type="checkbox"/> Kitchen Equipment <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> AV Equip & Supplies | <p>Athletic</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clothing & Uniforms <input type="checkbox"/> Training Equipment <input type="checkbox"/> Supplies <input type="checkbox"/> Awards & Trophies <input type="checkbox"/> Recreational Equip/Supplies | <p>Automotive</p> <ul style="list-style-type: none"> <input type="checkbox"/> Vehicles <input type="checkbox"/> Rentals <input type="checkbox"/> Parts & Supplies <input type="checkbox"/> Repair Service <input type="checkbox"/> Fuel | <p>Communications</p> <ul style="list-style-type: none"> <input type="checkbox"/> Phone System Equipment <input type="checkbox"/> Cellular Products & Services <input type="checkbox"/> Pagers <input type="checkbox"/> Phone System Service <input type="checkbox"/> Radio Systems & Supplies |
| <p>Computers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mainframe Equipment <input type="checkbox"/> Microcomputers <input type="checkbox"/> Parts & Supplies <input type="checkbox"/> Software <input type="checkbox"/> Programming & Analysis <input type="checkbox"/> Repair Service | <p>Construction</p> <ul style="list-style-type: none"> <input type="checkbox"/> Carpentry <input type="checkbox"/> Concrete Work <input type="checkbox"/> Tuck pointing <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing & Heating <input type="checkbox"/> General Contractor <input type="checkbox"/> Masonry <input type="checkbox"/> Roofing | <p>Construction Material</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building Materials <input type="checkbox"/> Signage <input type="checkbox"/> Equipment & Rentals <input type="checkbox"/> Electrical Supplies <input type="checkbox"/> Lumber <input type="checkbox"/> Plumbing Supplies <input type="checkbox"/> Hardware <input type="checkbox"/> Safety Items | <p>Furniture & Fixtures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Auditorium & Stadium <input type="checkbox"/> Dormitory Furniture <input type="checkbox"/> Library Furniture <input type="checkbox"/> Office Furniture <input type="checkbox"/> Floor Coverings <input type="checkbox"/> Window Coverings <input type="checkbox"/> Installation Service | <p>Miscellaneous</p> <ul style="list-style-type: none"> <input type="checkbox"/> Musical Instruments <input type="checkbox"/> Moving and Storage <input type="checkbox"/> Art/Photography <input type="checkbox"/> Travel <input type="checkbox"/> Hauling/Disposal <input type="checkbox"/> Paper & Printing Supplies <input type="checkbox"/> Cleaning Equip. & Supplies <input type="checkbox"/> Repair/Maintenance Service |
| <p>Scientific/Medical</p> <ul style="list-style-type: none"> <input type="checkbox"/> Animals <input type="checkbox"/> Analytic Supplies/Services <input type="checkbox"/> Drugs/Pharmaceuticals <input type="checkbox"/> Furniture <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Chemicals | <p>Office Products</p> <ul style="list-style-type: none"> <input type="checkbox"/> Office Equipment <input type="checkbox"/> Copiers & Faxes <input type="checkbox"/> Office Supplies <input type="checkbox"/> Envelopes Plain & Printed | <p>Professional</p> <ul style="list-style-type: none"> <input type="checkbox"/> Architecture <input type="checkbox"/> Engineering <input type="checkbox"/> Consulting <input type="checkbox"/> Design Services | <p>Other (please specify)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | |