



Peralta Community College District

Purchasing Department

333 East 8th Street •Oakland, California 94606•(510) 466-7225

RE: VENDOR APPLICATION

Dear Interested Vendor:

The Peralta Community College District wants to ensure contracting opportunities to all qualified Vendors in our community. Enclosed, please find a Vendor Application, a Commodity/Class ID Listing, and a W-9 Form. We ask that you complete the Vendor Application along with the Commodity/Class ID Listing, and the W-9 Form, and submit them to our purchasing department to be processed.

This Vendor Application is a two (2) part process. Please either indicate the goods and /or services your company can supply by checking the appropriate boxes in the Commodity/Class Id Listing pages, or write the codes in box 10 of the Vendor Application.

If your company resides in the following six cities: Albany, Alameda, Berkeley, Emeryville, Oakland, or Piedmont, please contact the purchasing department or visit our website to download a copy of the District's Small Local Business Enterprise (SLBE) program. Your company may qualify for a 5% bidding preference. If your company qualifies, please submit a copy of the SLBE Affidavit with your vendor application. Before any bid preference is granted to a vendor, the District must verify your SLBE status. The SLBE program forms can be downloaded at: www.peralta.edu, click on "Service Centers" then on "Purchasing", then on "List of Current RFPs/Bids and Other Purchasing Documents" to view the District's SLBE/SELBE program and Affidavit form.

Upon receipt of the completed Vendor Application (and or Commodity/Class ID Listing), and W-9 Form, the Purchasing Department will enter your firm's name in our database so that we can contact you for future projects. No vendors will be setup with out a completed Vendor Application and W-9 Form.

Sincerely,

Peralta Community College District
PURCHASING DEPARTMENT
(510) 466-7225
Fax: (510) 587-7873

Enclosures



Peralta Community College District

Purchasing Department
333 E. 8th Street
Oakland, CA 94606
Phone (510) 466-7225 Fax (510) 587-7873

RETURN COMPLETED VENDOR APPLICATION FOR PROCESSING TO: PURCHASING DEPARTMENT

VENDOR APPLICATION

| | | | | | |
|--|--|---|---|--|--|
| <input type="checkbox"/> New Application | | <input type="checkbox"/> Change Application | | Date: _____ | |
| 1. MAIN ADDRESS (Legal Name and Address of Entity) | | | 2. REMIT to ADDRESS (Mailing Address for Payments <i>COMPLETE ONLY IF DIFFERENT FROM MAIN ADDRESS</i>) | | |
| _____ _____ _____ Phone: _____ Fax: _____ Email: _____ Website: _____ | | | _____ _____ _____ Phone: _____ Fax: _____ Email: _____ Website: _____ | | |
| 3. CONTACT INFORMATION (All Purchase Orders Will Be Faxed and or Mailed to the Sales (Primary) Contact.) | | | | | |
| Contacts | Name/Title | Email | Telephone | Fax | |
| Sales (Primary): | | | | | |
| Sales (Secondary): | | | | | |
| President/VP: | | | | | |
| Other Contact: | | | | | |
| 4. TYPE of FIRM (Check One) | | | | | |
| <input type="checkbox"/> Goods Only (Taxable) | | <input type="checkbox"/> Services Only (Non-Taxable) | | <input type="checkbox"/> Good and Services | |
| 5. TYPE of ORGANIZATION (Check One) | | | | | |
| <input type="checkbox"/> Sole Proprietorship | | <input type="checkbox"/> Partnership | | <input type="checkbox"/> Corporation | |
| | | | | <input type="checkbox"/> Limited Liability Corporation | |
| | | | | <input type="checkbox"/> Non Profit or Church | |
| 6. TAX INFORMATION (Check One and Provide Number) | | | | | |
| <input type="checkbox"/> Federal Tax ID _____ | | | <input type="checkbox"/> Social Security Number _____ | | |
| 7. TYPE of CONTRACTOR (Please specify the type that best depicts your company. <u>ONLY Check One TYPE.</u>) | | | | | |
| <input type="checkbox"/> A & E | <input type="checkbox"/> Advertising | <input type="checkbox"/> Asphalt/Concrete | <input type="checkbox"/> Automobile | <input type="checkbox"/> Construction | |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Electrical | <input type="checkbox"/> Electronics | <input type="checkbox"/> Employee | <input type="checkbox"/> General Contractor | |
| <input type="checkbox"/> Goods | <input type="checkbox"/> Hardware | <input type="checkbox"/> Instrumentation | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Painter | |
| <input type="checkbox"/> Plumber | <input type="checkbox"/> Printer/Copying | <input type="checkbox"/> Roofer | <input type="checkbox"/> Scientific | <input type="checkbox"/> Security | |
| <input type="checkbox"/> Service | <input type="checkbox"/> Software | <input type="checkbox"/> Student | <input type="checkbox"/> Surgical/Medical | <input type="checkbox"/> Telecom | |
| <input type="checkbox"/> Temp Staffing | <input type="checkbox"/> Other _____ | | | | |
| 8. BUSINESS LICENSE NUMBERS (Provide your Business License Number and any Contractors License Numbers) | | | | | |
| <input type="checkbox"/> Business License Number _____ | | Expiration Date _____ | | | |
| <input type="checkbox"/> California Contractor Number _____ | | Expiration Date _____ | | | |
| <input type="checkbox"/> Other _____ | | Expiration Date _____ | | | |
| 9. CERTIFICATIONS (Does your business qualify under PCCD's Small Local Business Enterprise Program. See program guidelines.) | | | | | |
| <input type="checkbox"/> Yes I am a SLBE (Small Local Business Enterprise) | | <input type="checkbox"/> Yes, I am SELBE (Small Local Emerging Business Enterprise) | | <input type="checkbox"/> None | |
| 10. NIGP CODES (Please review the attached Commodity Class ID listings and write in below the Code(s) that best suit your company.) | | | | | |
| Codes: _____ | | | | | |
| I HEREBY CERTIFY THAT INFORMATION SUPPLIED HEREIN IS CORRECT, | | | | | |
| _____ | | _____ | | _____ | |
| Signature | | Name/Title | | Date | |

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

| | |
|--|---|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. | |
| 2 Business name/disregarded entity name, if different from above | |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> |
| 5 Address (number, street, and apt. or suite no.) See instructions. | Requester's name and address (optional) |
| 6 City, state, and ZIP code | |
| 7 List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | | | |
|--|---|---|---|---|--|--|--|--|--|--|
| Social security number | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table> | | - | | - | | | | | | |
| | - | | - | | | | | | | |
| or | | | | | | | | | | |
| Employer identification number | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> </tr> </table> | | | - | | | | | | | |
| | | - | | | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.