



New Vendor Request Form

Prior to Proviso Township High School District 209 processing a payment for goods and/or services, a New Vendor Request form must be completed and submitted to the District's Purchasing Specialist. Completed forms provide the necessary information for use internally by District personnel, as well as for federal and state reporting purposes.

Will this vendor will be paid from the Student Activity accounts? *please circle* YES NO

Vendor Information

Type of Vendor: ☐ Business ☐ Individual ☐ Government Agency ☐ Other Not-for-Profit Organization

Name: _____

Phone Number: _____

Fax Number: _____

E-Mail (Used for PO Submissions): _____

Business Classification (if applicable) *: ☐ Minority Owned ☐ Female Owned ☐ Owned by Persons with Disabilities

* In accordance with Illinois School Code (105 ILCS 5/10-17), schools are required to publish an annual report identifying the total number of contracts awarded to minority, female or disabled contractors, as certified by a certifying agency (e.g. Cook County, State of Illinois) in accordance with the definitions provided in 30 ILCS 575/2.

Mailing Address

Street Address: _____

City: _____

State: _____

Zip Code: _____

Remittance Mailing Address (if different than above)

Street Address: _____

City: _____

State: _____

Zip Code: _____

Tax Payer Identification

This section does not need to be completed if a W-9 form is attached. Please refer to IRS form W-9 for guidance if necessary.

Types of Goods

and/or Services Offered: _____

Tax Classification: ☐ Individual/Sole Proprietor or single-member LLC ☐ C - Corporation ☐ S - Corporation

☐ P - Partnership ☐ Trust/Estate ☐ Limited Liability Company (Insert Type): _____

☐ Other: _____

Federal Tax ID Number: _____

or Social Security Number: _____

Approval

Under penalties of perjury, I certify that the information provided on this form is complete and accurate. I understand that this information will be utilized for local, federal, and state reporting purposes. I further certify that 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.

Printed Name of

Vendor Representative: _____

Vendor Representative

Signature: _____

Date: _____

Please return form to the individual at the district that you have
been in communication