



# Vendor Application Form

Complete all information and submit for inclusion of your company for invitations to bid from:

**Jackson State Community College**  
**ATTN: Director of Purchasing**  
**2046 North Parkway**  
**Jackson, TN 38301-3797**

[Click here](#) for Instructions Page or on a question for further instruction or explanation:

1. Company Name & Bid Address	2. Address to which payments are to be mailed (if same as #1, leave blank)										
3. Telephone (toll free)	4. Telephone (other)										
5. Fax	6. Name of Contact Person										
7. Email Address of Contact Person	8. Company URL										
9. Federal Identification Number (FEIN)	10. Social Security Number (if no FEIN)										
11. Type of Organization  State of Incorporation: Year of Incorporation:	12. Kind of Ownership (Check all that apply): Govt. (GO)                      Minority Non-Profit (NO)              Woman (WO) Majority (MJ)                  Small (SM)										
13. Minority Ethnicity Code	14. Annual Gross Sales										
15. Type of Business	16. Number of Employees										
17. Excluded from Federal Procurement or Nonprocurement Programs?      Yes      No	18. Preference for reporting purposes: Small      Minority      Woman-Owned										
19. Comments:											
20. Commodities: Please provide the 5-digit commodity codes for goods and/or services ( <a href="#">click here</a> ) for which your company would like to be provided bid opportunities. If additional space is needed to enter commodities, please note in the comments section of the vendor application.											
<u>Class</u>	<u>Sub</u>	<u>Class</u>	<u>Sub</u>	<u>Class</u>	<u>Sub</u>	<u>Class</u>	<u>Sub</u>	<u>Class</u>	<u>Sub</u>	<u>Class</u>	<u>Sub</u>
21. Certification: By submitting this form, I certify that I am an authorized representative of the above company and that all the information as completed above is true and accurate.											
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>_____</span> <span>_____</span> <span>_____</span> </div>											
Name				Title				Date			

## Request for Taxpayer Identification Number and Certification

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

Print or type  
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ ..... <input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
or									
Employer identification number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### 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. person (including a U.S. resident alien).

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 on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).