

SANTA CLARITA COMMUNITY COLLEGE DISTRICT - College of the Canyons
VENDOR INFORMATION

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (W-9 SUBSTITUTE)
BUSINESS ENTERPRISE DESIGNATION SELF-CERTIFICATION

Required to Become an Authorized Vendor and to Receive Payment; Incomplete Information Will Delay Payments

Legal Business Name:	
DBA (if applicable):	
Check Payable To:	

Mail Purchase Orders To:	STREET ADDRESS
	CITY, STATE, ZIP CODE

Mail Payment To:	STREET ADDRESS
	CITY, STATE, ZIP CODE

Business Phone:	Fax Number:
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Email Address:

→IMPORTANT! Social Security # or Federal Tax ID # MUST Be Entered

REQUEST FOR TAXPAYER ID NUMBER (Substitute W-9) - Check (✓) ONE box and provide the requested number:

<input type="checkbox"/> SOLE PROPRIETOR / INDIVIDUAL	FIRST NAME	MIDDLE INITIAL	LAST NAME
→Social Security #			
<input type="checkbox"/> CORPORATION	<input type="checkbox"/> LLC		
<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> LLP		
<input type="checkbox"/> ESTATE	<input type="checkbox"/> TRUST		
<input type="checkbox"/> OTHER :			
→Federal Tax ID #			

TAXPAYER ID CERTIFICATION: UNDER PENALTIES OF PERJURY, I CERTIFY THAT: (1) THE NUMBER SHOWN ON THIS FORM IS MY CORRECT ID NUMBER (OR I AM AWAITING A NUMBER TO BE ISSUED) **AND** (2) I AM NOT SUBJECT TO BACKUP WITHHOLDING BECAUSE (A) I AM EXEMPT, OR (B) I HAVE NOT BEEN NOTIFIED BY THE 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. THE INTERNAL REVENUE SERVICE DOES NOT REQUIRE YOUR CONSENT TO ANY PROVISION OF THIS DOCUMENT OTHER THAN THE CERTIFICATIONS REQUIRED TO AVOID BACKUP WITHHOLDING.

<input checked="" type="checkbox"/> TAXPAYER ID CERTIFICATION SIGNATURE	DATE
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BUSINESS ENTERPRISE DESIGNATION, SELF-CERTIFICATION – Check (✓) as appropriate:

NO	YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Woman-Owned – must be at least 51% owned by a woman or women who make policy decisions and are actively involved in the day-to-day management of the business.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minority-Owned – must be at least 51% owned by a minority or minorities who make policy decisions and are actively involved in the day-to-day management of the business.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled Veteran – must be at least 51% owned by one or more disabled veterans who make policy decisions and are actively involved in the day-to-day management of the business. To qualify as a veteran with a “service-connected disability”, the person(s) must be currently declared by the United States of Veterans Affairs to be 10% or more disabled as a result of service in the armed forces.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small Business – for this purpose, is defined as meeting the criteria developed by the Office of Small and Minority Business, Department of General Services, State of California. If unsure, contact your local SBA Office for clarification.

RETURN THIS COMPLETED FORM TO:

Mail: Santa Clarita Community College District
ATTN: Purchasing Department
26455 Rockwell Canyon Road
Santa Clarita, CA 91355

FAX: 661-362-5480
ATTN: Purchasing Services

INITIATING COC DEPARTMENT: _____

COMMODITIES AND SERVICES

Circle or highlight item(s) pertaining to your business/service.

Accounting Services	Facil, Land Lse Fm SD/LCIs	Memberships	Sand and Gravel
Addressing Services	Facilities Lease	Measuring Instruments	Sanitation Supp/Equip
Advertising	Farm Implements/Equipment	Media Equipment	Saws and Saw Blades
Affirmative Action Vendors	Fencing	Medical Healthcare Payments	Schools
Agricultural Supp/Equip	Field Trips	Messages (Vendor Instructions)	School Districts
Air Conditioning Service/Sys	Filing Supp/Equip	Messages (Change Orders)	Scientific Supp/Equip
Appliances	Film Processing Supp/Equip	Messenger Services	Security Guard Services
Appraisers	Films Footage Rental	Metal Fabricators	Security Supp/Equip/Systems
Architectural Services	Financial Services	Metal Finishing Supp/Equip	Sewer Systems
Art Supp/Equip	Fire Safety Supp/Equip System	Metal Products	Sewing Machines
Asphalt Contractors	First Aid Supp/Equip	Microfilm Supp/Equip/Services	Shelving
Associations/Memberships	Flags	Minority Business Enterprise	Shop Supp/Equip
Athletic Supp/Equip	Flooring Materials/Installation	Moving and Storage	Signs
Audiologic Supp/Equip	Florist	Musical Instruments/Supplies	Small Business Enterprise
Audiovisual Supp/Equip	Food Markets	Non-Public School Services	Software
Audit Services	Food Products	Newspapers	Sound Equip/Systems
Auto Body Supp/Equip	Food Services Supp/Equip	Numerical Control/Supp/Equip	Sporting Goods
Automatic Supp/Equip	Forms	Nursing Supp/Equip	Sprinkler Supp/Equip/Systems
Awards/Certificates	Freight Services	Office Furniture/Equip	Stationery Supplies
Banks	Furniture, Office	Office Machines Supp/Services	Storage Supp/Equip
Batteries	Furniture, School	Operations Supp/Equip	Subscriptions
Board/Bulletin/Chalk/Display	Gardening Supp/Equip	Overload Clerical/Key Entry Serv	Surplus Property Disposal
Bookbinding Services	Gasses	Packaging Equip/Matl/Serv	Swimming Pool Supp/Equip/Serv
Books	Glass & Glass Products	Paint Supp/Equip	Switchboard Supp/Equip
Bldg Hdwe/Fixtures, Exterior	Gloves	Painting Contractors	Teaching Aids
Bldg Hdwe/Fixtures, Interior	Graduation Supplies	Paper, Art and Classroom	Telephone Supp/Equip/System
Blueprinting Services	Govt, State/Red/County/City	Paper, Pdts and Paperboard	Test/Test Material
Building Maintenance	Hardware Supplies	Partition Contractors	Testing Laboratories
Building Materials	Hardware, F7asteners	Personal Care Items	Theater Supp/Equip
Buildings, Relocatable	Health Supp/Equip	Pest Control	Theaters
Buses	Heating Supp/Equip Systems	Petroleum Products	Tickets and Reservations
Business Machines	Home Economics Supp/Equip	Pharmaceuticals	Time Clock Systems
Cabinets	Horticulture Supp/Equip	Photoengraving Supp/Equip	Tire and Tubes
Cafeteria Supp/Equip	Hotels	Photographers	Tools
Carts	Incentives/Awards	Photographic Supp/Equip	Toys and Games
Carts-Electric/Gas	Industrial Arts Supp/Equip	Phototypsetting Supp/Equip	Training Supp/Equip
Camera Supp/Equip	Industrial Cleaning Supp/Equip	Physical Exams	Transportation Supp/Equip/Serv
Carpets	Instr Media Materials/Supp	Physical Edu Supp/Equip	Travel Agencies
Catering Services	Instructional Supplies	Physical Therapy Supp/Equip	Typesetting
Chemicals	Insurance	Plastics Supp/Equip	Typewriters
Cleaning Supp/Equip	Intercommunication Systems	Plaques	Uniforms
Communication Supp/Equip	Janitorial Supp/Equip	Playground Supp/Equip	Upholstery
Computer Supp/Equip	Laboratory Supp/Equip	Plumbing Contractors	Utilities
Concession Services	Landscape Contractors	Plumbing Supp/Systems	Vacuum Cleaners and Systems
Conference and Travel	Landscape/Garden'g Supp/Equip	Pottery Supp/Equip	Vehicle Purchase/Rent/Lease
Construction Supp/Equip	Language Translators	Power Tools/Equip	Vending Machines
Consultants	Lapidary Supp/Equip	Printing Services	Ventilating Systems
Contract Consultants	Laundry Services	Prosthetics/Orthotics	Video Supp/Equip/Rentals
Contract Service Rendered	Learning Materials	Public Address Systems	Washers and Dryers
Contracted Services	Leasing Equipment	Public Agencies	Water Supp/Serv/Systems
Contractors, General/Specific	Leather Supp/Equip	Publishers/Publications	Welding Supp/Equip
Copy/Duplicating Supp/Equip	Legal Services	Radios	Window Treatments
Cosmetology Supp/Equip	Library Supp/Equip	Records Disposal	Women Business Enterprise
Craft Supp/Equip	Lighting Supp/Equip Maint Sys	Records, Phonograph	Word Proc Supp/Equip/Rental
Data Proc Maintenance Agreemt	Lithography	Refrigeration Equip/Services	Warehouse Items
Data Proc Supp/Equip Stores	Lockers	Refrigerators/Freezers/Stoves	
Dental Supp/Equip	Locks and Keys	Rents/Royalties	Other:
Drafting Supp/Equip	Lumber	Repairs – AV Equipment	
Drama Supplies/Equip	Machine Shop Supp/Equip	Repairs – Office Equipment	
Draperies	Machine Tools	Repairs – Other	
Electrical Contractors	Magazines	Roofing contractors	
Electrical Supp/Equip	Mailroom Supp/Equip	Rubbish Collection/Disposal	
Elevators Maintenance	Maintenance Agreements	Revolving Cash Fund	
Engineering Services	Maps	Safes and Vaults	
Equipment Rental/Lease	Material Handling Equipment	Safety Supp/Equip	
Exterminators Supp/Services	Medical/Lab Supp/Equip	Safety Supp/Equip	

INITIATING COC DEPARTMENT: _____