

Vendor Application Instructions

Thank you for your interest in doing business with the University of the District of Columbia. Please take a moment to familiarize yourself with the requirements for registering with the University.

W9: Complete the W9 per your Federal Tax Classification (found in Section #3):

Individual/Sole Proprietor or Single-Member LLC:

- Include your legal name in Section #1, and your business name (DBA) in Section #2 if applicable.
- Include your Social Security Number, OR your EIN if applicable. Do not include both.
- You must sign and date the W9. If signing electronically, your signature must follow current IRS guidelines. Typed signatures will not be accepted at this time.

OR

Corporation, Partnership, LLC:

- Include your company's legal name in Section #1, and your disregarded entity name (DBA) in Section #2 if applicable. Point of Contact/Vendor Representative information is included on the Vendor Application page and should not be included on the W9.
- Include your company's EIN.
- You must sign and date the W9. If signing electronically, your signature must follow current IRS guidelines. Typed signatures will not be accepted at this time.

Vendor Application Form:

- You must provide a working telephone number so that we may contact you. Provision of a fax number, an email address, and a website address is highly recommended.
- You must provide your remittance address and confirm your Taxpayer Identification Number.

Submission Instructions:

- Your application may be submitted by email, fax, standard mail, or in person. Please be sure that information is legible and correct, as information shall be entered exactly as provided on the W9 and Vendor Application. Sections #1-6 of the W9 must be fully completed by the vendor. Do not abbreviate the city name in Section #6.

Optional:

- Please consider submitting a Capability Statement to the Office of Strategic Sourcing and Procurement, so that we may become better acquainted with the goods/services you offer.

Vendor Application Form

Individual / Company Name: _____

Contact Person: _____

Telephone Number: _____

Email: _____

Fax Number: _____

Website: _____

Payment Address: _____

Tax Identification Number: _____
Social Security Number / Employer Identification Number

Dun and Bradstreet Number: _____
(If Applicable) **Dun and Bradstreet Number**

1. Are you a Certified Business in the District of Columbia? [] Yes [] No

If yes, please provide # _____

2. What commodity do you provide? _____

Please provide brief description _____

3. Are you registered to do business in the District of Columbia? [] Yes [] No

If yes, please provide a copy of your valid business license.

Office of Strategic Sourcing and Procurement

If no, please log on to DCRA.DC.gov for further information on how to register.

4. Have you registered with the Office of Tax and Revenue (OTR)? If yes, please provide your clean hands certificate. If no, please visit mytax.dc.gov to fill out the new Business Registration form #FR-500

5. Do you require a 1099 to be issued? Yes No

6. Are you a UDC program participant and/or current student? Yes No