

INSTRUCTIONS FOR COMPLETION OF VENDOR REGISTRATION FORM

Please type or clearly print the information when completing vendor registration forms. The following instructions are numbered to correspond with numbered sections on vendor registration form DMB-219.

1. **Tax Identification Number (TIN):** This must be the same Social Security or Federal Employer Identification Number entered on the Form W-9. Check the appropriate box identifying the number as a FEIN or a SSN. On the top of each subsequent page, repeat this number and check the FEIN or SSN box.
2. **Name of Individual or Sole Proprietor:** Enter your name as it appears on your Social Security Card. This name should be the same as the name on the Form W-9. If a Sole Proprietorship, enter the name of the sole owner.
3. **Business Name:** Enter the company's legal business name as shown on required Federal Tax documents.
4. **Doing Business As (DBA):** If there is another name associated with your legal business name, enter it here.
5. **Contact Information:** Enter the name of the person that should be contacted when questions arise. Provide a phone number, fax number, E-mail address, and Web page information if available.
6. **Federal Tax Reporting Address:** Enter the complete mailing address where official tax documents should be sent. This address may be a street address or a PO Box. Additional addresses for Bids, Purchase Orders, or Payments can be specified later.
7. **Multiple Payees:** Complete this section only if payments are to be made payable to you **and** another person or business.
8. **Additional Address:** Enter a complete mailing address if an address other than the Tax Reporting Address is required. Indicate whether the address is for Bids, Purchase Orders, and/or Payments. If more than three separate additional addresses are required, use and sign a separate sheet with your TIN, the complete additional address and the specified purpose.
9. **Additional Address:** See Section 8 above.
10. **Additional Address:** See Section 8 above.
11. **Type of Ownership:** Indicate the type of ownership by checking the appropriate box. If ownership type is a Corporation or Limited Liability Company (LLC), include the State in which the business is incorporated or where the LLC is registered. If you checked Foreign, Nonresident Alien and do not have a U.S. Tax ID number, contact the Vendor Registration Section specified on the front of this packet and request a Form W-8 (Certificate of Foreign Status).
12. **Type of Business:** Indicate the type of business by checking the appropriate box(s). Check all that apply.
13. **Business Characteristics:** Check all that apply.
14. **County Codes:** Select the counties where goods and/or services can be provided by placing a check mark in the appropriate box(s). Select each county individually or select the entire state if appropriate.