New Vendor/Supplier Information Form

VSU must have the following information to allow payments to a company or individual. Please complete and return this form to the fax return number on the fax cover sheet or mail it to ATTN: _____ Valdosta State University, 1500 N Patterson St, Valdosta GA 31698

1) Company or Individual Name: _____

2) Business Type: **(select one type)**

a. ____ Corporation _____ Employer Identification Number Only

b. ____ Partnership _____ **or** _____
Social Security Number Employer Identification Number

c. ____ Sole Proprietorship _____ **and** _____
/Individual Social Security Number Only Owner's name as appears on Social Security Card

d. ____ Government Agency _____ Employer Identification Number Only

3) Ordering Address: _____

_____

4) Payment Address (If different than above) _____

_____

5) Standard Payment Terms: ____ Net 30 Days or Other Terms: _____

6) Is the company owned by an American citizen? ___ YES ___ NO

7) Can your company be classified as a **SMALL BUSINESS** by the following definition?
Small Business – defined as an independently owned and operated entity that has either fewer than one hundred (100) employees or less than one million dollars ($1,000,000) in gross receipts per year. (State Statute 50-5-121)

a. ___ NO b. ___ YES**,** check the following reason(s) that apply:
___ Less than 100 employees
___ Less than $1,000,000 in gross annual receipts.

8) Can your company be classified as a **MINORITY OWNED BUSINESS** by the following definition?
Minority Owned Business Enterprise – means a business that is 51% owned or controlled by one or more minority persons.

a. ___ NO b.___ YES, indicate below if your firm is 51% owned or controlled by one or more of the groups listed:
____% African American ____% Hispanic/Latino ____% Native American
____% Asian American ____% Pacific Islander

9) Are any of your suppliers minority and/or small business enterprises?

a. ___ NO b.___ YES, indicate an estimated percentage of the total that represents minority companies _____%.

10) If awarded a contract as a result of a bid solicitation, do you anticipate employing any small or minority subcontractors?
___ YES ___ NO

_____	_____	_____	_____
Signature	**Name (Print)**	**Title**	**Phone**