



**CARROLL COUNTY GOVERNMENT
BUREAU OF PURCHASING
225 N. CENTER STREET, ROOM 308
WESTMINSTER, MD 21157
VENDOR/ PAYEE APPLICATION**



Instructions: Print out all forms, then Type or Print in ink. The Commodity/Service Code Section must to completed in order for your application to be processed. Mail completed application including Commodity/Service Code Section and the W-9 Form to the above address.

1. FEDERAL EMPLOYEE IDENTIFICATION NUMBER	2. SOCIAL SECURITY NUMBER (IF AN INDIVIDUAL)
--	---

3. APPLICANT'S FIRM NAME AND BUSINESS ADDRESS

Date of Application:

Name:

DBA Name:

Address:

City: State: Zip Code +4:

County:

Contact Person: Position:

Contact Phone #: Toll Free Number:

Fax: E-Mail:

4. IF CORRESPONDENCE SUCH AS REMITTANCE CHECKS OR PURCHASE ORDERS ARE TO BE MAILED TO AN ADDRESS THAT IS DIFFERENT FROM NO.3, PLEASE LIST BELOW.

5. PREVIOUS FIRM NAME/ADDRESS (Name Change)

Name:

Street or Box:

City: State: Zip Code -Ext:

****IMPORTANT NOTICE****

SUBMISSION OF A VENDOR'S REGISTRATION DOES NOT GUARANTEE MAILING OF EVERY SOLICITATION FOR THE COMMODITIES/SERVICES INDICATED. IT IS EACH VENDOR'S RESPONSIBILITY TO REGULARLY CONTACT THE BUYER (S), TO CHECK BID OPPORTUNITIES THAT ARE POSTED ON THE INTERNET AT: ccgovernment.carr.org AND THE BID BOARD IN THE BUREAU OF PURCHASING.

6. Commodity/Service Codes Registration and Instructions – This page must be completed by vendors before the Carroll County Bureau of Purchasing will consider your application. You will need to go back to the Purchasing Home Page and click on Commodity/Service Codes, for the listing (Commodities are 005 – 898. Services are 905 – 998), then click on the Vendor Commodity Codes Registration Form, and fill in the class (es) that apply to your business.

**7. Business Type
(Check One Only)**

- 01 Manufacturer or Producer
- 02 Retailer
- 03 Wholesaler
- 04 Service
- 05 Consulting
- 06 Construction
- 07 Other
- 08 Dealer
- 09 Distributor

**8. Organization Type
(Check One)**

- A Association
- C Corporation
- G Government Entity
- I Individual
- J Joint
- O Other
- Partnership

**9. Ethnicity of Ownership
(Check One)**

- A Asian American
- B African American
- H Hispanic American
- I American Indian/Alaskan Native
- NM Non-Minority
- O Other Ethnic Group

**10. Business Ownership
(Check One Only)**

- G Government Entity
- D Disabled
- MO Minority Owned
- O Other
- NP Non Profit
- CC Carroll County Agency
- WO Woman Owned

11. Incorporation

Incorporation State:

Incorporation Date:

Or

Date Business Started:

12. Is this business registered with the Maryland Department of Assessments and Taxation?

Yes No If yes, please provide Registrations#:

13. Names of Owners, Partners or Proprietors

14. Indicate the minimum/maximum dollar amount of projects your company would be interested in bidding \$

15. List three major customers currently being served. N/A

- 1.
- 2.
- 3.

16. Number of years in present business

17. Has your company previously done business with Carroll County Government? Yes No

18. List two Business Banks:

- 1.
- 2.

19. To be listed as an MBE vendor, a firm must be certified by either the Maryland Department of Transportation or the City of Baltimore. Please indicate either or both certifications and attach a copy of your certification document.

Maryland Department of Transportation:

Certification #:

Certification Date: Pending:

City of Baltimore:

Certification #:

Certification Date: Pending:

20. Internal Revenue Service Form W-9. On the Purchasing Home Page click on the W-9 Form and print. The W-9 Form must be completed and submitted with your application.

21. Signature

I certify that the information shown on this registration is true and correct. I will advise the Purchasing Bureau immediately, in writing, of any change affecting this data. Please retain a copy of this form for your records. Failure to respond to solicitations may result in removal of your firm from the vendor list.

Signature

Title

Date

Carroll County Use	Application Approved By:	Date:	Application Determined Incomplete By:	Date:
	Minority Verified By:	Date:	Application Entered By:	Date:

H:Mmoser/Purchasing/General Forms/Vendor Payee Registration Form 12/4/03