



Dallas Independent School District

Please be advised that in order to obtain a Dallas Independent School District Vendor Number the following procedures should be completed:

PLEASE READ CAREFULLY

1. Please complete, sign and date all pages of the application. There are two pages to the application.
2. You **MUST** attach one of the following to the application: a **copy** of a social security card, **OR** a completed W-9 form.
3. On the application, **ALL** required fields **MUST** be completed.
4. Please indicate the type of product or service that you and/or your company will provide. You may choose from the attached category code list.
5. Participation of **ACH Payments** is recommended. If you would like to sign up for electronic payment, you **MUST** attach a copy of a voided check along with the application.

Please return or fax all completed forms to the address listed below. Please retain a copy for your records.

**Dallas Independent School District
Attn: Vendor Database Manager
3700 San Jacinto Ave Box 89
Dallas, Texas 75204
Fax: 972-925-4170**

FAX TO (972) 925-4170



Dallas Independent School District

***Indicates required fields**

| |
|------------------------|
| OFFICE USE ONLY |
| Vendor # _____ |
| Date: _____ |

* _____ If None _____
 Federal Employer Identification Number Social Security Number

***Business Name:** _____
 This name will appear on purchase orders and checks issued to your company.

***Mailing Address:** _____
 Address where purchase orders and all other correspondence should be sent.

***City:** _____ **State:** _____ **Zip Code:** _____

***Telephone:** () _____ - _____ **Fax()** _____ - _____

Remittance Address: _____
 Address where payments should be sent. If same as mailing address, leave blank.

City: _____ **State:** _____ **Zip Code:** _____

Telephone: () _____ - _____ **Fax()** _____ - _____

Contact Information:

Name: _____ **Title:** _____

Email: _____ @ _____ **Phone:** () _____ - _____

Product Categories (see the attached category list)

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|---|
| ACH Payment –Electronic Direct Payments A <u>voided check</u> must be attached |
| Name on bank account _____ |
| ABA Routing # _____ |
| Account Number _____ |
| Contact person regarding ACH payments _____ |
| Contact Phone _____ |

Minority/Women Business Enterprise

Certification

Enter certification number and attach a copy of the certification.

NCTRCA _____
 SCTRCA _____
 HUB _____
 SBA (8A or SDB) _____
 D/FW MBC _____
 National MSDC _____
 Women's Bus. Council _____
 City of Austin _____
 City of Houston _____
 Corpus Christi _____
 TX DOT _____
 Other Certification: _____

Ethnicity/Gender

Check all that apply.

African American M____ F____
 Hispanic M____ F____
 Native American M____ F____
 Asian -Pacific M____ F____
 Asian-Indian M____ F____
 White F____

Chamber Membership

Black Chamber _____
 Hispanic Chamber _____
 Native American Chamber _____
 Asian Chamber _____
 Other Chamber _____

AFFIDAVIT

By signing this form, the supplier certifies that to the best of their knowledge no company employee, either full or part time, owner, official, stockholder, subcontractor, or members of their immediate family, are members of the Board of Trustees or an employee of the Dallas Independent School District. The vendor further agrees, if requested, to provide to the District, a listing of the names of the owners, officers, key employees, major stockholders, any partners of the company, any subcontractors and a financial statement.

Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

The district may terminate a contract with a supplier if the district obtains information that a person or owner or operator of the business entity has been convicted of a felony or a misdemeanor offense involving moral turpitude that the supplier did not disclose at the time of application. A supplier will be discharged if disbarred by a local, state, or federal agency.

I do solemnly declare and affirm that the contents of this document are true. If applicable, I declare and affirm that I have included information to identify my firm as a current Minority Business Enterprise (MBE) or Woman Business Enterprise (WBE).

I understand that any material misrepresentation will be grounds for denial or revocation of registration as an active vendor with the Dallas Independent School District. I agree to immediately notify the Dallas Independent School District's Vendor Database Manager or Purchasing Office of any changes in the information I have provided herewith.

Under penalties of perjury, I further certify that:

1. The above information is true and correct.
2. No information pertinent to my application as a vendor has been omitted.
3. My firm **is / is not** owned nor operated by anyone who has been convicted of a felony.

Dated this _____ day of _____ 20_____.

Company _____

***Signature _____ Title _____**

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

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| Please print or type See Specific Instructions on page 2. | Name (as shown on your income tax return) | |
| | Business name, if different from above | |
| | Check appropriate box: <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____ <input type="checkbox"/> Exempt from backup withholding | |
| | Address (number, street, and apt. or suite no.) Requester's name and address (optional) | |
| | City, state, and ZIP code | |
| List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 3 for guidelines on whose number to enter.

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|--|--|
| | Social security number + or Employer identification number + |
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (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, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 3.)

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ? | Date ? |
|------------------|----------------------------|--------|

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- ?? An individual who is a citizen or resident of the United States,
- ?? A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- ?? Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
- The type and amount of income that qualifies for the exemption from tax.
- Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese

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| 00010 | APPLIANCE MAINTENANCE AND REPAIR SERVICES |
| 00020 | APPLIANCE SUPPLIES |
| 00030 | APPLIANCES (I.E. DISHWASHER, REFRIGERATOR, WASHER, DRYER, ETC.) |
| 00040 | ARMORED CAR SERVICES |
| 00050 | ART SUPPLIES |
| 00060 | ATHLETIC EQUIPMENT AND SUPPLIES |
| 00070 | AUDIOVISUAL EQUIPMENT |
| 00080 | AUDIOVISUAL MAINTENANCE AND REPAIR SERVICES |
| 00090 | AUDIOVISUAL SUPPLIES |
| 00100 | AUTOMOTIVE MAINTENANCE AND REPAIR SERVICES |
| 00110 | AUTOMOTIVE SUPPLIES |
| 00120 | AUTOMOTIVE, VEHICLES MAJOR EQUIPMENT |
| 00130 | BOOKS, LIBRARY |
| 00140 | BUILDING/ CONSTRUCTION MINOR MAINTENANCE AND REPAIRS |
| 00150 | BUILDING/ CONSTRUCTION PROJECTS AND MAJOR RENOVATION |
| 00160 | BUILDING/ CONSTRUCTION SUPPLIES AND MATERIALS |
| 00170 | CAFETERIA AND KITCHEN EQUIPMENT |
| 00180 | CAFETERIA AND KITCHEN MAINTENANCE AND REPAIR SERVICES |
| 00190 | CAFETERIA AND KITCHEN SUPPLIES |
| 00200 | CLOTHING APPAREL |
| 00210 | COMPUTER EQUIPMENT |
| 00220 | COMPUTER MAINTENANCE AND REPAIR SERVICES |
| 00230 | COMPUTER SUPPLIES |
| 00240 | CONSULTANT/ PROFESSIONAL SERVICES |
| 00250 | COPIER MAINTENANCE AND REPAIR SERVICES |
| 00260 | COPIERS, PURCHASE/ LEASE |
| 00270 | CUSTODIAL EQUIPMENT |
| 00280 | CUSTODIAL MAINTENANCE AND REPAIR SERVICES |
| 00290 | CUSTODIAL SUPPLIES |
| 00300 | ELECTRICAL MAINTENANCE AND REPAIR SERVICES |
| 00310 | ELECTRICAL SUPPLIES |
| 00320 | EXTERMINATING SERVICES/ SUPPLIES |
| 00330 | FIELD TRIPS & OTHER CHARTERED TRANSPORTATION |
| 00335 | FIRE ALARM SYSTEM MAINTENANCE AND REPAIRS |
| 00336 | FIRE ALARM SYSTEM SUPPLIES |
| 00337 | FIRE ALARM SYSTEMS |
| 00340 | FOODS, BAKERY/ BREAD |
| 00350 | FOODS, CHEESE |
| 00360 | FOODS, DAIRY/ MILK |
| 00370 | FOODS, DRY/ STAPLES |
| 00380 | FOODS, FROZEN |
| 00390 | FOODS, ICE CREAM/ FROZEN SNACKS |
| 00400 | FOODS, JUICE |
| 00410 | FOODS, PAPER |
| 00420 | FOODS, PRODUCE |
| 00430 | FOODS, SNACKS |
| 00440 | FUEL |
| 00450 | PROMOTIONAL ITEMS |
| 00460 | FURNITURE, LIBRARY |
| 00470 | FURNITURE, OFFICE |
| 00480 | FURNITURE, STUDENT/CAFETERIA |
| 00490 | GASES AND CHEMICALS |

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| 00500 | GROUNDS MAINTENANCE EQUIPMENT |
| 00510 | GROUNDS MAINTENANCE SERVICES |
| 00520 | GROUNDS MAINTENANCE SUPPLIES AND MATERIALS |
| 00530 | HEAVY EQUIPMENT |
| 00540 | HEAVY EQUIPMENT MAINTENANCE AND REPAIR SERVICES |
| 00550 | HEAVY EQUIPMENT SUPPLIES |
| 00560 | HVAC EQUIPMENT |
| 00570 | HVAC MAINTENANCE AND REPAIR SERVICES |
| 00580 | HVAC SUPPLIES |
| 00590 | INSURANCE |
| 00600 | LAB EQUIPMENT |
| 00610 | LAB MAINTENANCE AND REPAIR SERVICES |
| 00620 | LAB SUPPLIES |
| 00625 | LAND/ REAL PROPERTY/ REAL ESTATE |
| 00630 | LIGHTING EQUIPMENT |
| 00640 | LIGHTING MAINTENANCE AND REPAIR SERVICES |
| 00650 | LIGHTING SUPPLIES |
| 00660 | MAPS/ GLOBES/ FLAGS |
| 00670 | MATERIAL HANDLING EQUIPMENT |
| 00680 | MATERIAL HANDLING MAINTENANCE AND REPAIR SERVICES |
| 00690 | MATERIAL HANDLING SUPPLIES |
| 00700 | MEDICAL EQUIPMENT AND SUPPLIES |
| 00710 | MOVING/ HAULING/ WRECKER SERVICES |
| 00720 | MUSICAL INSTRUMENT MAINTENANCE AND REPAIR SERVICES |
| 00730 | MUSICAL INSTRUMENTS |
| 00740 | MUSICAL SUPPLIES |
| 00750 | NEWSPAPERS/ PUBLICATIONS/ PERIODICALS |
| 00751 | ADVERTISING |
| 00760 | OFFICE EQUIPMENT (I.E. FAX MACHINES, LAMINATORS, SHREDDERS, ETC.) |
| 00770 | OFFICE EQUIPMENT MAINTENANCE AND REPAIR SERVICES |
| 00780 | OFFICE SUPPLIES |
| 00790 | OIL, GREASE, AND LUBRICANTS |
| 00800 | PAPER (NON-CUSTODIAL) |
| 00810 | PARK AND PLAYGROUND EQUIPMENT, PRODUCTS, ACCESSORIES, AND SERVICES |
| 00820 | PLUMBING MAINTENANCE AND REPAIR SERVICES |
| 00830 | PLUMBING MAJOR EQUIPMENT |
| 00840 | PLUMBING SUPPLIES |
| 00850 | PRINTED FORMS |
| 00860 | PRINTER MAINTENANCE AND REPAIR SERVICES |
| 00870 | PRINTERS AND PERIPHERALS |
| 00880 | PRINTING EQUIPMENT |
| 00890 | PRINTING MAINTENANCE AND REPAIR SERVICES |
| 00900 | PRINTING SUPPLIES AND SIGNAGE |
| 00905 | POLICE SUPPLIES |
| 00910 | RENTAL, EQUIPMENT |
| 00920 | RENTAL, PROPERTY |
| 00930 | RENTAL, VEHICLES |
| 00940 | ROAD AND PARKING LOT MATERIALS |

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| 00950 | SECURITY SYSTEM MAINTENANCE AND REPAIRS |
| 00960 | SECURITY SYSTEM SUPPLIES |
| 00970 | SECURITY SYSTEMS |
| 00980 | SOFTWARE |
| 00990 | TEACHING AND LEARNING AIDS |
| 01000 | TEACHING AND LEARNING CURRICULUM |
| 01010 | TELECOMMUNICATION EQUIPMENT |
| 01020 | TELECOMMUNICATION MAINTENANCE AND REPAIR SERVICES |
| 01030 | TELECOMMUNICATION SUPPLIES |
| 01040 | TEMPORARY SERVICES |
| 01050 | TEXTBOOKS |
| 01060 | THEATRICAL/ STAGE EQUIPMENT |
| 01070 | THEATRICAL/ STAGE MAINTENANCE AND REPAIR SERVICES |
| 01080 | THEATRICAL/ STAGE SUPPLIES |
| 01090 | TOOLS (NON-POWER) AND HARDWARE |
| 01100 | TOOLS AND HARDWARE MAINTENANCE AND REPAIR SERVICES |
| 01110 | TOOLS, POWER AND INDUSTRIAL (INCLUDING WELDING) |
| 01120 | TROPHIES, PLAQUES, AND AWARDS |
| 01130 | UNIFORMS AND ATHLETIC APPAREL |
| 01140 | VENDING MACHINES |
| 01150 | WASTE DISPOSAL SERVICES |