

Vendor/Contractor Registration Form

Please complete the following short questionnaire in order to become registered in Forensic Analytical's internal vendor/contractor database.

Mandatory fields are denoted with an asterisk.

Firm Name or DBA *		Federal Tax ID # *	
Affiliated Company (or Companies)		Affiliated Federal Tax ID #	
Former Firm Name(s) Used			
Contact Person *		Contact Title	
Contact Email Address			

CORPORATE ADDRESS

Street Address *			
City *	State *	Zip Code *	Country
Phone Number *	FAX Number	Toll Free Number	
Web Address			E-Commerce Capable? Yes No

VENDOR REMITTANCE ADDRESS (if different from corporate address)

Street Address			
City	State	Zip Code	Country
Phone Number	FAX Number	Contact Person	

BUSINESS INFORMATION

Type of Business *					
Contractor	Manufacturer	Consultant	Supplier	Distributor	Professional Services
Other (specify)					
Primary Product or Service (Reference www.census.gov/epcd/naics/naicscod.txt)					
Service Area (International, National, Regional, Local)				# of Years in Business	# of Employees

Top 3 NAICS Codes		
DUN & Bradstreet Number	State Business ID / UBI Number	SBA PRO-Net User ID

BUSINESS CLASSIFICATION

Size of Business *		
Small Business (Generally under 500 employees. Reference http://www.sba.gov/size/indexableofsize.html)		Large Business
Business Classification (Check all that apply)		
Woman-Owned Business Enterprise	HUBZone Enterprise	Service-Disabled Veteran Enterprise
Minority Business Enterprise	Veteran-Owned Enterprise	None of the Above
If your company is a Minority Business Enterprise, it is owned by: (Check all that apply)		
African American	Asian-Indian American	Asian-Pacific American
Hispanic American or Latino	Hasidic Jewish American	Native American
Business Certification (Check all that apply)		
Small Business Administration (SBA) - Small Disadvantaged Business		
Small Business Administration (SBA) - 8(a)		
Small Business Administration (SBA) - HUBZone		
National Minority Supplier Development Council (NMSDC) or one of its affiliates		
State Department of Transportation - Disadvantaged Business		
Women's Business Enterprise National Council (WBENC) or one of its regional affiliates		
Association for Service-Disabled Veterans or California Department of General Services (Veteran Businesses Only)		
<i>Please attach copies of all applicable certifications.</i>		

TAX STATUS

Form W-9		Taxpayer Identification Number Request	
Please complete the following information. We are required by law to obtain this information from you when making a reportable payment to you. If you do not provide us with this information, your payments may be subject to a 30% federal income tax backup withholding. Also if you do not provide us with this information, you may be subject to a \$50 penalty imposed by the Internal Revenue Service under section 6723.			
Use this form only if you are a U.S. person (including U.S. resident alien). If you are a foreign person, use the appropriate Form W-8.			
<i>Note: Do not use your social security number as the employee ID number.</i>			
Individual / Sole Proprietor			
A sole proprietorship may have a trade name (doing business as), but the legal name is the name of the business owner.			
Business or Trade Name			
Business Owner's Name		Business Owner's Employer ID Number	
Partnership			
A partnership may have a trade name (doing business as), but the legal name is the list of the names of the partners.			
Name of Partnership			
Partnership's Legal Name (Name of first partner)		Partnership's Employer ID Number	
Limited Liability Company (LLC) or Limited Liability Partnership (LLP)			
Name of LLC or LLP			
Partnership's Legal Name (if LLP)		LLC or LLP's Employer ID Number	

Corporation, Exempt Charity, or Other Entity A corporation may use an abbreviated name, but the legal name is the name on the articles of incorporation.	
Name of Corporation or Entity	Corporation or Entity's Employer ID Number
Are you exempt from Form 1099 reporting? Yes No (Legal or medical company)	
If you answered Yes to the above question, please select one of the following: Corporation Tax exempt charity under 501(a) or IRA The United States or any of its agencies or instrumentalities A state, the District of Columbia, a possession of the United States, or any their political subdivisions A foreign government or any of its political subdivisions	

CERTIFICATION

The undersigned declares and certifies that all statements on this form are true and correct. The undersigned agrees to notify Forensic Analytical immediately of any changes to the information contained herein, particularly with regard to the ownership, controlling interests or operation of the named firm.	
Signed (Principal, Owner or Officer)	Date
Print Name	
Title	

DEFINITIONS

Woman-Owned Business Enterprise	A business that is at least 51% owned by one or more women who control the daily management and operations.
Minority Business Enterprise	A small business by SBA size standards at least 51% of which is owned (or, in case of publicly owned businesses, at least 51% of the stock of which is owned) by one or more minority individuals or other individuals found to be disadvantaged by the Small Business Administration and whose management and daily operations are controlled by such individuals.
HUBZone Enterprise	A small business by SBA size standards which has its principal office located within a HUBZone, which includes land on federally recognized Indian reservations, is owned and controlled by one or more U.S. citizens, and has at least 35% of its employees who reside in a HUBZone.
Veteran-Owned Enterprise	A small business concern at least 51% of which is owned by one or more veterans, as defined in 38 U.S.C. 101(2), who control the daily management and operations.
Service-Disabled Veteran Enterprise	A small business concern at least 51% of which is owned by one or more service-disabled veterans, as defined in 38 U.S.C. 101(16), or in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran, who control the daily management and operations.
NAICS	North American Industrial Classification System