



# Vendor Information Form

To help prevent fraud, all requests must be authenticated by contacting the original vendor and confirming the changes. Please complete the Verification section below.

**VENDOR TO COMPLETE FORM AND SUBMIT TO:** purchasing@nclack.k12.or.us  
To be submitted with a current W9 form

- NEW VENDOR       UPDATE EXISTING VENDOR

## VENDOR INFORMATION

NAME (as registered with the IRS):	
BUSINESS NAME/DBA (if different than above):	PARENT COMPANY NAME (if applicable):
<b>ORDER INFORMATION (ALL REQUIRED)</b>	
<b>REMITTANCE INFORMATION</b>	
STREET:	STREET:
CITY:	CITY:
STATE:                      ZIP:	STATE:                      ZIP:
PHONE:                      FAX:	PHONE:                      FAX:
EMAIL:	EMAIL:
PO EMAIL:	
Name of Contact:	

<input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETOR	<input type="checkbox"/> C CORPORATION	<input type="checkbox"/> S CORPORATION	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> TRUST/ESTATE
<input type="checkbox"/> LLC – TAX CLASSIFICATION (C = C CORPORATION, S = S CORPORATION, P = PARTNERSHIP) _____ <input type="checkbox"/> OTHER: _____				

## CERTIFICATION OFFICE FOR BUSINESS INCLUSION AND DIVERSITY (COBID)

*A diverse vendor is a business that is at least 51% owned and operated by an individual or group that is part of a traditionally underrepresented or underserved group.*

PLEASE CHECK ONE OR MORE OF THE FOLLOWING APPLICABLE BUSINESS CATEGORIES (subject to verification):

- SMALL BUSINESS                       MINORITY-OWNED BUSINESS                       WOMAN-OWNED BUSINESS  
 DISABLED PERSON-OWNED BUSINESS                       VETERAN-OWNED BUSINESS

## GENERAL INFORMATION

CUSTOMER ACCOUNT #:	WEBSITE:	
<b>SCHOOL/ DEPARTMENT (STAFF ONLY)</b>		
Unit #:	Contact Name:	Telephone:

## REQUIRED SCHOOL STAFF VERIFICATION

I, _____, have contacted the vendor Via _____ Phone _____ Email _____ Website or _____ Other( Store visit, Invoice, Etc.) and verified that the above information is true and correct.	
PRINTED NAME:	TITLE:
SIGNATURE:	DATE: