



SANTA FE INDEPENDENT SCHOOL DISTRICT Vendor Application Packet

V1

Vendor Name: _____

DBA (if applicable): _____

Tax Identification Number: _____ Social Security Number Federal Identification Number

(If individual, not a company): Date of Birth: _____ TDL/ID: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____ Fax: _____

Remit To Address: _____

City: _____ State: _____ Zip Code: _____

Company Website: _____

SALES CONTACT
Representative: _____
Email Address: _____
Phone: _____

ACCOUNTS RECEIVABLE CONTACT
Representative: _____
Email Address: _____
Phone: _____

BID NOTIFICATION CONTACT
Email Address: _____
Phone: _____
Fax Number: _____

PURCHASE ORDER CONTACT
Email Address: _____
Phone: _____
Fax Number: _____

Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

Please **identify** any Purchasing Cooperatives your company has been awarded and contract number:

- | | | | |
|---------------------------|------------------|-----------------|-------------------------------|
| Allied States (Region 19) | HGAC | TCPN (Region 4) | Purchasing Solutions Alliance |
| BuyBoard | NCPA | TIPS (Region 8) | |
| Choice Partners (HCDE) | CTPA | TXMAS | |
| DIR | PACE (Region 20) | TxSmartBuy | |

List the category of product/services your company provides: _____

NOTE: This is not a guarantee for purchase nor does this mean that you are a Board approved vendor. The information you provide will be added to the Purchasing bid database and you will be notified of future bid opportunities. **Please return forms to:** Bryan.Holliday@sfisd.org

For SFISD Use Only:

Requested by: _____ Campus/Location: _____ Phone # _____

Vendor Number: _____ Date Received: _____ Entered/Approved: _____

Procurement Categories (Please mark all that apply)

- Alarm Supplies and Equipment
- Animal Supplies and Equipment
- Appliances & Equipment
- Appraisal Services
- Architectural Services
- Athletic/PE Supplies and Equipment
- Auctioneer Services
- Audio Equipment & Accessories
- Audit Services
- Auto Leases
- Awards and Trophies
- Books/Reading Materials
- Building Construction/Improvement Services
- Building Maintenance
- Building Materials & Supplies
- Cafeteria & Kitchen Equipment, Commercial
- Cameras, Photographic Equipment, Film, & supplies
- CTE Supplies - Cosmetology
- CTE Supplies - Fire Training
- CTE Supplies - Forensic Science
- CTE Supplies - Pharmacy Tech
- CTE Supplies - Culinary
- CTE Supplies - Welding
- CTE Supplies - Engineering
- CTE Supplies - Fashion Design
- CTE Supplies - Carpentry
- CTE Supplies - Business
- CTE Supplies - Marketing
- CTE Supplies - Health Care
- CTE Supplies - Criminal Justice
- CTE Supplies - Floral Design
- CTE Supplies - Bio Med
- CTE Supplies - Agriculture
- CTE Supplies - Auto Tech
- Catering Services
- Childcare Services
- Choir Supplies
- Communications & Media services
- Contracted Services - Therapist
- Contracted Services - Judges
- Contracted Services - Choreogs/Clinicians/Accompanist
- Contracted Services - Speakers
- Contracted Services - Consultants
- Contracted Services - Diagnosticians
- Contracted Services - Maintenance and Repairs
- Contracted Services - DJ Services
- Contracted Services - Charter Bus Services
- Contracted Services - Staff Development
- Contracted Services - Web Based Services
- Contracted Services - Misc
- Contracted Services - Fire/Burglar Monitoring
- Contracted Services - Custodial Services
- Child Nutrition Equipment
- Copiers
- Costume or Apparel Rental
- Courier/Delivery Services
- Custodial Equipment & Supplies
- Custom Clothing (Screen Printing, Embroidery, Etc)
- Data Processing Services
- Document Disposal/Shredding
- Drill Team Supplies
- Drug screening
- Dry Cleaning services
- Engineering Services
- Environmental Services & Ecological Services
- Fencing Material & Supplies
- Fencing Repair & Maintenance Services
- Fire Extinguisher Inspection & Maint. Services
- Fire Sprinkler System Maintenance Services
- Flags, Flag Poles, & accessories
- Flowers, arrangements
- Food Service Supplies & Equipment
- Food/Snacks
- Foods - Bakery products, fresh
- Foods - Dairy products, fresh
- Foods - frozen
- Foods - perishable, fruits & vegetables
- Foods - staples, grocery & misc. items
- Fuel
- Furniture; Classroom, Cafeteria, Libr., Lounge
- Furniture; Office
- Graduation Supplies
- Insect & Rodent Control Services
- Instructional Supplies - Gen.
- Instructional Supplies - Special Educator
- Instructional Supplies - Art

- Instructional Supplies - Science
- Instructional Supplies - Textbooks
- Instructional Supplies - Testing Mat
- Interpreter Services - foreign lang.
- Laundry Equipment
- Legal Services, Attorneys, lawyers
- Library Supplies
- Library books
- Mailing Equipment - Postage Meter Rental/Lease
- Maintenance Equipment Rentals
- Maintenance & Repair Services - Plumbing
- Maintenance & Repair Services - appliances & furniture
- Maintenance & Repair Services - athletic/grounds equipment
- Maintenance & Repair Services - Irrigation
- Maintenance & Repair Services - Flooring
- Maintenance & Repair Services - Grease Trap
- Maintenance & Repair Services - HVAC
- Maintenance & Repair Services - Misc
- Maintenance & Repair Services - Elevator
- Maintenance Supplies & Equipment - Elect
- Maintenance Supplies & Equipment - Plumbing
- Maintenance Supplies & Equipment - HVAC
- Maintenance Supplies & Equipment - Painting
- Maintenance Supplies & Equipment - Flooring
- Maintenance Equipment - Grounds/Athletic Fields
- Maintenance Supplies - Fertilizer
- Maintenance Supplies - Pesticides
- Maintenance Supplies - Paint - Ath. Marking
- Maintenance Supplies - Seed/Sod/Springs
- Maintenance Supplies - Parts - Grounds Equip
- Maintenance Supplies - Soils, Mulch, Amendments
- Maintenance Supplies - Irrigation Parts/Supplies
- Maintenance Supplies - Welding Supplies
- Maintenance Supplies - Locksmith
- Maintenance Supplies - Misc
- Medical Supplies; EMT Supplies, bandages
- Mobility equip / Wheelchairs / Lift chairs
- Music instruments
- Musical Instrument Repair
- Musical Supplies
- Network Cabling
- Office Equipment and Supplies
- Paper
- Playground Equipment & Supplies
- Police and Security Equipment & Supplies
- Postage Meter Supplies
- Printing
- Printing - Construction Documents
- Printing Equipment and Supplies
- Promotional Supplies
- Prosthetic devices & hearing aids
- Radio & Telephone Equipment
- School/Campus Safety Supplies
- Security & Card Reader Access System
- Security Systems
- Sewing Notions, Accessories & supplies
- Shop Equipment and Supplies
- Software
- Specialized Equipment for the handicapped & disabled
- Technology Supplies
- Technology - Hardware
- Technology - Repair Services
- Technology - Software
- Television Equipment & accessories
- Theatrical Services
- Tires & Tubes
- Toner and Ink
- Trash Disposal
- Travel Agency Services
- Uniform Rental Services
- Uniforms - Band
- Uniforms - Cheerleaders
- Uniforms - Choir
- Uniforms - Drill Team
- Vehicle - Bus
- Vehicle - Car, Truck, Van, SUV
- Vehicle - Parts & Supplies
- Vehicle - Maint. & Repairs
- Vehicle - Rental
- Vehicle - Towing
- Vehicle - Inspections
- Window coverings

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
-				-					
or									
Employer identification number									
-									

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Santa Fe Independent School District (SFISD) is required to comply with Texas Local Government Code Chapter 176, Disclosure of Certain Relationships with Local Government Officers. Any vendor doing business with SFISD, must complete a Conflict of Interest Questionnaire (CIQ), whether or not a conflict of interest exists. A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- 1) has employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003 (a)(2)(A);
- 2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift describe by Section 176.003(a-1); or
- 3) has a family relationship with a local governmental officer of that local governmental entity.

If no conflict of interest exists, please complete Line Item 1 of the CIQ Form, enter N/A online Item 3, sign and date.

By law, this form must be completed and submitted to SFISD no later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1). Local Government Code.

Local Government Officers of the Santa Fe Independent School District:

Dr. Kevin Bott – Superintendent of Schools
J.R. “Rusty” Norman – President, Board of Trustees
Eric Davenport – Vice President, Board of Trustees
Patrick Kelly – Trustee
Clay Hertenberger– Trustee
James Grassmuck – Secretary, Board of Trustees
Matt Crable – Trustee
Angie Lambert – Trustee
Jenny Davenport – Assistant Superintendent for Human Resources & Public Relations
Alejandro Sanchez – Chief Financial Officer
Kathy Oliver – Director of Special Programs
Rachel Harris – Chief Academic Officer
Blake Ryder – Director of Athletics
Bob Atkins – Executive Director of Operations & Capital Projects
Cherie’ Bowers – Director of Child Nutrition Services
Mark McKinney – Director of Transportation
Heather Brown – Director of Technology
Sara Ryan – Executive Director of Federal, State and Student Programs
Chris Wheeler - Director of Maintenance and Operations

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

Yes No

D. Describe each employment or business and family relationship with the local government officer named in this section.

4

Signature of vendor doing business with the governmental entity

Date

VENDOR CERTIFICATIONS ADDENDUM

This Vendor Certifications Addendum ("Addendum") is made a part of a contract ("Contract") between the Santa Fe Independent School District ("Santa Fe ISD" or "District") and the vendor ("Vendor" or "Contractor"), where such Vendor is identified on the last page of this Addendum. The parties hereto (District and Vendor) agree that the following terms and conditions are incorporated and made a part of the Contract resulting from this procurement process, as applicable. Where there is a conflict between the terms of this Addendum and the terms of the underlying Contract, the terms of this Addendum shall prevail.

(A) Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3GFR part 1986 Comp., p. 189) and 12689 (3CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Santa Fe ISD, Vendor certifies that during the term of an award for all contracts by Santa Fe ISD resulting from this procurement process, Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by federal department of agency.

_____ Initials of Authorized Representative of Vendor

(B) Byrd-Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining a Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Santa Fe ISD, Vendor certifies that during the term and after the awarded term of an award for all contracts by Santa Fe ISD resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than the Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

_____ Initials of Authorized Representative of Vendor

(C) Certification of Felony Conviction Notification. Pursuant to Section 44.034 of the Texas Education Code, a person or business entity entering into a contract and/or agreement with the District. Must give advance notice to the District if the person and or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a description of the conduct resulting in the conviction of a felony. The District may terminate a contract with a person or business entity of the District determines that the person or business entity failed to give notice as required by Section 44.034 or misrepresented the conduct in the conviction. In such case, the District will compensate the person or business entity for services performed before the termination of the contract. **This Notice is Not Required of a Publicly-Held Corporation.**

Please check the following as applicable:

_____ Supplier is publicly held corporation; therefore, the above reporting requirement does not apply

_____ Supplier is neither owned or operated by anyone who has been convicted of a felony

_____ Supplier is operated or owned by the following individual(s) who has/have been convicted of a felony:

Name of individual(s):

Detail of conviction(s), attach additional pages if necessary:

_____ Initials of Authorized Representative of Vendor

(D) Certification of Non-Collusion Statement.

I, the undersigned supplier, do hereby certify that:

- a) All statements of fact in said proposal are true,
- b) Said proposal was not made in the interest of or on the behalf of any undisclosed person, partnership, company, association, organization, or corporation,
- c) Said proposal is genuine and nor collusive or fraudulent
- d) Supplier has not, directly or indirectly by agreement, communication, or conference with anyone, attempted to induce action prejudicial to the interest of the District or of any other bidder or anyone else interested in the proposed procurement,
- e) Supplier did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or fraudulent bid or proposal, or that anyone should refrain from bidding or withdraw his bid or proposal,
- f) Supplier did not, in any manner, directly or indirectly seek by agreement, communication, or conference with anyone to raise or fix the bid proposal price of said bidder or of anyone else,
- g) Supplier did not, directly or indirectly, submit a bid or proposal price or any breakdown thereof, or the contents thereof, or divulge information on data relative thereto, or to any individual or group of individuals, except to the District, or to any person or persons who have a partnership or other financial interest with said proposer in his business,
- h) Supplier did not provide, directly or indirectly, to any officer or employee of the District, any gratuity, entertainment, meals, or anything of value whatsoever, which could be construed as intending to invoke any form of reciprocation or favorable treatment,
- i) No Office or principal of the undersigned Supplier, nor any subcontractor to be engaged by the principal has been convicted by a court of competent jurisdiction, of any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of and/or agreement with any public entity,
- j) I have answered the questions regarding non-collusion truthfully and to the best of my knowledge.

_____ Initials of Authorized Representative of Vendor

(E) Certification of Compliance with Buy America Provisions. Santa Fe ISD has a preference for domestic end products for supplies acquired for use in the United States when spending federal funds (purchases that are made with non-federal funds or grants are excluded from the Buy America Act). Vendor certifies that it is in compliance with applicable provision of the Buy America Act.

_____ Initials of Authorized Representative of Vendor

(F) Certification Regarding Boycotting of Israel. Pursuant to Chapter 2270, Texas Government Code, the Vendor hereby certifies and verifies that neither the Vendor, nor any affiliate, subsidiary, or parent company of the Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor and Vendor Companies will not boycott Israel during the term of this contract. For purposes of this Contract, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business with Israel or in an Israeli-controlled territory.

_____ Initials of Authorized Representative of Vendor

(G) Certification Regarding Terrorist Organizations. Pursuant to Sections 2252.151-.154 of the Texas Government Code, the Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State.

_____ Initials of Authorized Representative of Vendor

BY SIGNING BELOW, THE VENDOR AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, RULES, REGULATIONS AND ORDINANCES. IT IS FURTHER ACKNOWLEDGED THAT VENDOR CERTIFIES COMPLIANCE WITH ALL APPLICABLE PROVISIONS, LAWS, ACTS, AND REGULATIONS, AS SPECIFICALLY NOTED IN THIS ADDENDUM.

Vendor's Business Name (as shown on Form W-9): _____

Printed Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative: _____

VENDOR DIRECT DEPOSIT AUTHORIZATION

Vendor Direct Deposits are only available to banks within the U.S. Payments to companies not in the U.S. will be made by check in U.S. dollars.

- Use only BLUE or BLACK ink
- Complete all sections as required
- Alterations must be initialed
- Complete all appropriate box(es)
- Attach a voided check, or banking instructions on your bank's letterhead
- SFISD is unable to send direct deposit payments to your bank without one of these attachments
- SFISD will make every effort to process this request within 45 days of receipt of this completed form/attachments

TRANSACTION TYPE

<input type="checkbox"/> New Setup	<input type="checkbox"/> Electronic Purchase Orders	<input type="checkbox"/> Cancellation	<input type="checkbox"/> Change Financial Institution	<input type="checkbox"/> Change Bank Account Number	<input type="checkbox"/> Change Email Notification
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PAYEE IDENTIFICATION

Tax identification number or Federal Employer's Identification (FEI) :	Business Phone:
Name:	City:
Street Address:	State, Zip Code:

AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION

I authorize Santa Fe ISD to deposit by electronic transfer any and all payments by SFISD, in the financial institution and account designated below. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments may be erroneously transferred electronically. I understand that SFISD will reverse any payments made to my account in error.

I consent to and agree to be subject to and comply with the National Automated Clearing House Association Rules and Regulations pertaining to Originators and Receivers. I, the undersigned, represent and warrant that I am authorized to execute this document on behalf of the Payee.

Authorized Signature:	Printed Name and Title:	Date:	Phone:
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FINANCIAL INSTITUTION

Financial institution name:	City:	State:
Routing transit number (always 9 digits):	Customer account number:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

EMAIL NOTIFICATION

Email address used for receipt of remittance information:
Email address used for processing purchase orders:

REMITTANCE ADDRESSE(S) AS LISTED ON YOUR INVOICE(S) – Attach separate page if necessary or attach sample invoice(s)

Address:	City:	State:	Zip Code:
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**Return the completed, signed form to:
Santa Fe ISD Finance Department
PO Box 370 Santa Fe, TX 77510**