



# SOMERSET HILLS SCHOOL DISTRICT

## VENDOR INFORMATION FORM

New

Update

Vendors interested in doing business with the Somerset Hills School District must complete this form and submit it along with the required documentation. The required documentation depends on the total annual amount of the purchase order or contract. Please refer to the chart below for specific requirements.

### VENDOR DETAILS

Vendor Name :  
as shown on Tax ID

Alternate Name :  
if applicable

Street Address :

City : State : Zip :

Website :

Contact Name :

Phone Number : Email :

### PAYMENT DETAILS

Vendor Name :

Street Address :

City : State : Zip :

Mandatory 1099 : Yes No

NJ BRC No. : Tax ID No:

### REQUIRED DOCUMENTATION

Click the document title in the chart to access the corresponding form.

Contract/ Purchase Order Thresholds	<a href="#">Form W-9</a>	<a href="#">Russia Belarus Disclosure</a>	<a href="#">Iran Disclosure</a>	<a href="#">Business Registration Certificate</a>	<a href="#">Chapter 271 Political Contribution</a>
Up to \$1,000	✓				
\$1,000 - \$7,949	✓	✓			
\$7,950 - \$17,499	✓	✓	✓	✓	
\$17,500 - \$52,999	✓	✓	✓	✓	✓

Return completed form and required documentation to: [ap@shsd.org](mailto:ap@shsd.org)

**\*\*\* Notice to Vendors \*\*\***