



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. Required documentation is based on the estimated aggregate amount to be spent with the vendor during the fiscal year. 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 :

Mandatory 1099: Yes No

REMITTANCE DETAILS Complete only if different from Vendor Details above.

Remit to Name :

Street Address :

City : State : Zip :

REQUIRED DOCUMENTATION

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

Estimated Aggregate Spend	Form W-9	Russia Belarus Disclosure	Iran Disclosure	Business Registration Certificate	Chapter 271 Political Contribution
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

*** [Notice to Vendors](#) ***