

Morris County Vocational School District

Vendor Registration

Required Documentation

- **IRS W9 Form - Taxpayer Identification Number** [W-9 Form](#)

In order to comply with the Internal Revenue Service and New Jersey State requirements, we are required to have an updated W-9 form on file for every vendor that we do business with regardless of their tax classification.

- **NJ Business Registration Certificate** [NJ BRC](#)

The state of New Jersey has enacted legislation (P.L. 2004, c.57) that requires us to have your New Jersey Business Registration Certificate (BRC) on file. Vendors who are not exempt will have all future payment held until the certificate is received.

- **Certification Iran Investment Activities** [Iran Investment Activities Certification](#)

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete and provide the certification below prior to award to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran.

- **Certification of Non-Involvement in Prohibited Activities in Russia or Belarus**

[Russia/Belarus Prohibited Activities Certification](#)

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity that seeks to enter into or renew a contract with a State agency (school district) for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification

- **Affirmative Action & Equal Employment Opportunity** [Form AA-302](#)

New Jersey Employee Information Report (Form AA-302). Provide a photocopy of your valid Certificate of Employee Information Report. If you do not have a certificate, you must submit a completed Form AA-302 along with proof of your \$150 filing fee payment to the state. Filing & Instructions: Access instructions and submit filings electronically through the NJ Treasury Contract Compliance Portal.