Morris County Vocational School District

Vendor Registration

Please complete items 1-6 below to apply for registration as a vendor with the Morris County Vocational School District. Return this form and copies of any applicable documentation to your District contact.

VENDOR SECTION

1. Date _____

2. Vendor/Company Name _____

3. Contact Name _____

4. Contact Email Address _____

5. Contact Phone Number _____

6. Business Address _____

FOR INTERNAL USE ONLY

*Please verify that all documents listed below have been received and confirm that each is current, complete, and signed. All listed documentation is **required** as part of the District's vendor registration process.*

District Contact / Requesting Staff Member: _____

IRS Form W-9	☐ Completed/obtained
NJ Business Registration Certificate (BRC)	☐ Completed/obtained
Certification of Iran Investment Activities	☐ Completed/obtained
Certification of Non-Involvement in Prohibited Activities in Russia or Belarus	☐ Completed/obtained
Affirmative Action & Equal Employment Opportunity	☐ Completed/obtained
Chapter 271 Political Contribution Disclosure (Pay-to-Play)	☐ Completed/obtained

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.

- **Political Contribution Disclosure (Chapter 271)** PCD Form

Pursuant to N.J.S.A. 19:44A-20.26, a vendor entering into a contract with a Board of Education having an anticipated value in excess of $17,500, where the contract is not required to be publicly bid, must provide a Political Contribution Disclosure Form prior to contract award. The form discloses reportable political contributions made by the business entity during the preceding 12-month period.