

MADISON METROPOLITAN SCHOOL DISTRICT



GENERAL INSTRUCTIONS FOR VENDOR/CONTRACTOR PROFILE FORM

This form identifies essential information about your business and is a substitute W-9 as required by the IRS. Please read all instructions carefully before filling out the form. Completing this form will give the District the information it needs to buy goods and services from you **and** to make payments to you or your business for those already purchased. Please type or print all information on the application except for the required signature.

VENDOR/CONTRACTOR PROFILE FORM First Page

This section provides the District with basic information on your business. Please fill out the form as completely as possible. This will allow us to provide you with proper solicitation materials, purchase orders, and to make payments. Some sections may not apply to you. If you have questions, call the number at the end bottom of the 2nd page and someone will help you. Please complete this section using the following guidelines.

LEGAL NAME: Enter the name under which you legally do business in the State of Wisconsin. The name you designate as the name of your business must be the same as the name that you list on other legal documents with the State of Wisconsin and the name recorded with the IRS. *For individuals and sole proprietorships, enter the last name first, followed by first name and middle initial. Do NOT enter the business name of a sole proprietorship.*

BUSINESS NAME: If you use a business name different from the Legal Name, enter it in the “Doing Business As” box.

BUSINESS ADDRESS INFORMATION: Two addresses are in this category. Please enter the exact mailing address of your organization in the appropriate location. Enter the name, position, and phone number of the person in your organization who will serve as your main representative to the District. Enter a minimum order amount, if any. Enter your company’s URL i.e. your company’s internet address.

General Street address is required for us to register your business. It will also be used for IRS form 1099 reporting. If this is the only address that your business has, leave the other address information blank.

Remit to address, if applicable, is for receipt of payments. Include billing terms.

W-9 TAX INFORMATION: Provide either your Federal Employee Identification Number (FEIN) **OR** your Social Security Number (SSN) in the space provided but **NOT** both.

BUSINESS INFORMATION: Three categories are listed here i.e. ownership, business size and historically underutilized business (HUB) status.

Organization is that which best describes your business entity. If necessary, mark "Other" and specify the correct classification. If you are an individual such as a coach or consultant, you would be considered a "Sole Proprietorship".

Size of business is used to indicate whether your business is small or large. Small business is less than \$1.5 million dollars in annual gross sales for the most recent calendar/fiscal year.

Historically Underutilized Business defines the ownership of your business. At least 51% of your organization must be owned, controlled, and operated by the selected HUB group.

AFFIDAVIT: Print or type the applicant's name and title. That same person should sign the application. The signature should be an authorized signature, generally the person whose name appears on the top line of the form, a partner in a partnership, or an officer of the corporation.

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CODING FOR GOODS AND SERVICES

The purpose of this part of the application is to match a business with the particular commodity and/or service it provides. A searchable list of **NIGP Codes** may be found on the District's web site under the "Doing Business with MMSD" section and the State of Wisconsin's purchasing site. The website addresses are:

<http://www.madison.k12.wi.us/doingbusiness>

<http://vendornet.state.wi.us>

NOTE: It is important that you evaluate all commodity codes and select only those which most accurately describe the commodities and services your firm provides. Three-digit classes 005 through 898 list commodities, while all 900 series classes are services.

If you sell something and service/repair/maintain that same thing, two codes are required—one for the item and one for the service of the item.

HISTORICALLY UNDERUTILIZED BUSINESS CERTIFICATION

The Madison Metropolitan School District's Historically Underutilized Business (HUB) Program requires any vendor wishing to be classified as a HUB vendor to provide evidence of current certification as a minority-owned business enterprise (MBE), woman-owned business enterprise (WBE), or a disadvantaged business enterprise (DBE) from an agency or organization which provides such certification.

Please refer to page two of the application for further details. Technical assistance is available by calling Amos Anderson at (608) 663-1530.

Some commonly used codes for individuals are:

Sports officials (refs, umpires, etc)	961-68
Non-sports adjudicators (music, forensics)	963-98
Educational lecturers	918-38

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