



Vendor Registration Form

Please complete registration form and submit to Accountspayable@mountprospect.org or mail to address listed

Village of Mount Prospect
Finance Department
50 S Emerson Street
Mount Prospect, IL 60056
847-392-6000

Vendor Information

Vendor Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Type of Business (check one): Individual/Sole Proprietor C Corporation S Corporation Partnership
 Limited Liability Company (enter tax class - C, S, or P) () Other - List:

Tax ID # or SSN #: _____
Vendor Contact Name: _____
Email: _____

Payment Remittance/DBA (if different from above)

Payment Name: _____
Remittance Address: _____
City: _____ State: _____ Zip: _____

Classification Indicators (check all that apply)

This information is collected for reporting purposes only

- Small Business (SB)**
Meets certification requirements as a small business under SBA standards
- Minority Owned Business (MBE)**
A business which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.
- Women Owned Business (WBE)**
A business which is at least 51% owned by one or more women, or in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily business operations of which are controlled by one or more of the women who own it.
- Veteran Owned Business (VBP)**
A business (i) which is at least 51% owned by one or more qualified veterans living in Illinois, or in the case of a corporation, at least 51% of the stock of which is owned by one or more qualified veterans living in Illinois; (ii) that has its home office in Illinois; and (iii) for which items (i) and (ii) are factually verified annually by the Commission on Equity and Inclusion.
- Does not apply**

Vendor Certification

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding

This Vendor Registration Form substitutes IRS Form W-9

Signature

Date

Title