



COMMONWEALTH of VIRGINIA

Department of General Services Division of Purchases and Supply

Robert E. Gleason, CPPO, VCO
Director

Linwood J. Spindle, CPPO, CPPB
Deputy Director

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1111 East Broad Street
P.O. Box 1199
Richmond, Virginia 23218-1199
Voice (804) 786-3842
FAX (804) 225-3707

Welcome to eVA

Thank you for your interest in registering with eVA, the Commonwealth of Virginia's electronic procurement system.

eVA is used by more than 13,000 state agency, college, university and local government buyers to announce bidding opportunities, get quotes and place orders for goods and services. More than 400,000 transactions pass through eVA every year making Virginia the equivalent of a Fortune 300 Corporation.

Along with providing a single source for procurement information, eVA provides *free* access to current, future and past business opportunities online. And through the use of web based technologies and tools, eVA gives businesses—as well as virtually anyone interested—access to what Virginia is buying through *free*, easy-to-use spend reports.

As an eVA registered Vendor, you'll receive real-time notification of bidding opportunities by email or fax based on your account settings. You'll also have access to free tools to help you connect with buyers who purchase what you sell. And if you find you need help, we offer a variety of ways to get assistance—call (1-866-289-7367) or email (eVACustomerCare@dgs.virginia.gov) eVA Customer Care, or visit our *I Sell To Virginia* link online to watch “how-to” videos, or download a hard copy of one of many help guides.

Join the more than 89,000 businesses offering quality goods and services to the Commonwealth...become an eVA registered Vendor today!

The fastest way to register is online at www.eVA.virginia.gov and click **Register**. Or complete the attached registration form and return it to the address indicated.

Note: To expedite the registration approval process, we collect a signed and dated Commonwealth of Virginia Substitute W-9 form from each business. A copy of the W-9 form can be found at the following web address: http://www.doa.virginia.gov/General_Accounting/Forms/W9_COVSubstitute.pdf or you can complete the attached form and submit it with your registration.

We look forward to receiving your completed registration application. Thank you for your interest in doing business with the Commonwealth of Virginia.

With kind regards,

A handwritten signature in blue ink, appearing to read 'Robert Gleason', written over a circular stamp or seal.

Robert Gleason
Director, Division of Purchases & Supply
Virginia Department of General Services

COMMONWEALTH OF VIRGINIA

eVA Vendor Registration Application Helpful Information

The following information is provided to assist you in completing your eVA Vendor Registration Application.

1. Contact Types and Roles (Registration Application Sections A through F)

- **Primary Contact (Section A):** This contact will be the primary point of contact for your company's eVA registration account.
- **Physical Address Contact (Section B):** This contact will be associated with the physical address of your company's location that is being registered in eVA.
- **Payment Contact (Section C):** This contact receives all payment correspondence for goods or services delivered by your company as a result of contracts and/or purchase orders issued by the Commonwealth of Virginia.
- **Ordering Contact (Section D):** This contact receives notifications of orders issued to your company.
- **Solicitation Contact (Section E):** This contact receives notifications for business opportunities (Invitations For Bids, Requests For Proposals, Quick Quotes, etc.).
- **Billing Contact (Section F):** This contact receives invoices for eVA Transaction Fees assessed to your company. These fees are invoiced and collected by the Commonwealth's Department of General Services. For additional information, please see the Vendor Registration Memorandum Of Agreement included in this eVA Vendor Registration Application.

2. Commodity Code Information (Registration Application Section G)

- Buyers search commodity codes to identify suppliers that provide the goods or services they need to purchase.
- eVA requires the buyer to use commodity codes when processing solicitations and orders.
- If you select the Premium Level Registration, eVA will use the commodity codes you specify in Section G of this eVA Vendor Registration Application to determine what business opportunity (solicitation) notifications to send to your Solicitation Contact.
- For an easy to use Commodity Code look-up, go to the eVA Home Page Registration area (<http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm>) and click on the 'Look up your Commodity Codes' link.

3. Service Areas (Registration Application Section H)

- The Service Areas you specify in Section H designate specific locations within the Commonwealth where your company agrees to provide the goods and services commodities designated in Section G of this eVA Vendor Registration Application. For your convenience, a copy of the Commonwealth's Zone Map has also been provided.

4. W-9 Form (Registration Application Section A)

- As a part of eVA Vendor Registration, the Commonwealth of Virginia now collects a signed and dated copy of your company's Commonwealth of Virginia Substitute W-9 form. This form will be kept as an attachment to your company's account. Registration is not considered complete unless the W-9 is received, and payments for goods or services may be impacted without a properly executed Commonwealth of Virginia Substitute W-9. Please submit the completed W-9 to the Commonwealth Vendor Group, as noted on the W-9 instructions, and include a copy with your registration. The W-9 is attached as a part of this registration packet.

5. Confirmation of Your Registration

- After your completed eVA Vendor Registration Application has been received and processed, you will receive a confirmation notice from eVA Customer Care. The confirmation notice will include further instructions for using and managing your company's eVA Vendor Registration Account.

6. eVA Customer Care

- If you have questions or require additional assistance, please contact eVA Customer Care by phone (1-866-289-7367) or by email (eVACustomerCare@dgs.virginia.gov).

7. Payment Method

- The Virginia Acts of Assembly § 4-5.04 h requires that any recipient of payments from the State Treasury who receives six or more payments per year issued by the State Treasurer shall receive such payments electronically. The State Treasurer shall decide the appropriate method of electronic payment and, through his warrant issuance authority, the State Comptroller shall enforce the provisions of this section.
 - **Charge Card:** This is the preferred payment method of the Commonwealth. Purchases under \$5,000 will be made via charge card if the vendor can receive payments via VISA charge card. Vendors selecting this option may receive payments up to 30 days ahead of the due date. Standard vendor merchant fees apply.
 - **ePayables:** This is a charge card type of payment. Vendors selecting this option will receive payments up to 14 days ahead of the due date. If this option is selected, a card number is provided to the vendor and an email is sent each time a payment is due. The vendor then enters this payment in their card system for receipt. Standard vendor merchant fees apply. To enroll, email ecommerce@doa.virginia.gov.
 - **Electronic Transfer:** Vendors have the option to receive electronic payments deposited into their bank account on the due date of the payment. This is a low risk option to the traditional check. Vendors can choose to receive an email one day before the funds will be deposited. To enroll, complete an Electronic Data Interchange Enrollment form. The form is available at www.doa.virginia.gov/EDI. You can also email edi@doa.virginia.gov to request the form or additional details.
 - **Check:** No further information is required if you wish to receive payments by check. Payments will be made when due pursuant to law.

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eVA Vendor Registration Application

eVA Transaction Fees

eVA is a self-funded program as directed by the Governor and General Assembly. Funds necessary to sustain the eVA program are generated by order transaction fees assessed to both buyers and to suppliers. eVA vendor registration fees have been discontinued for new registrations and registration renewals dated July 1, 2009 and after.

By submitting your signed eVA Vendor Registration Application, you are agreeing to pay the order transaction fee that will be assessed for each order your company receives. A copy of the current eVA Fee Schedule is attached. This eVA Fee Schedule can be modified as set forth eVA Vendor Registration Application, "Vendor Registration – Memorandum Of Agreement".

Generally, eVA Order Transaction Fees are invoiced within 30-60 days after an order has been issued to your company. These fees are invoiced and collected by the Commonwealth of Virginia Department of General Services. Payment terms are Net 30.

eVA Vendor Registration provides many benefits and advantages some of which are as follows:

- **Basic Level Registration:** Basic Registration includes the following:
 - ✓ Public access to solicitations (downloadable in .pdf format), awards and other procurement notices
 - ✓ Vendor visibility to Commonwealth buyers
 - ✓ Access to commodity history associated with specific solicitations
 - ✓ On-line vendor registration updates
 - ✓ Electronic submission of bids and proposals
 - ✓ Electronic order receipt (including email or fax)
 - ✓ Vendor catalog posting in the eVA eMall
 - ✓ Ability to research historical procurement data
- **Premium Level Registration:** Premium Registration includes the following:
 - ✓ All Basic Registration services
 - ✓ Solicitation notification by email or fax



Commonwealth of Virginia

Department of General Services
Division of Purchases and Supply
P.O. Box 1199
Richmond, VA 23218-1199

Vendor Registration Form

Telephone: 1-866-289-7367

www.eVA.virginia.gov

Fax: 804-786-3883

A

Company Information

*Name Used for IRS Filings: _____
Legal Name Used for 1099 IRS Filings

*Trade Name/DBA: _____
Name Used for Orders and Payments

Location Name: _____
e.g. Roanoke Office

*Taxpayer ID Number (TIN) _____ *1099 TIN Type: () SSN () FEIN () Other: _____

_____ DUNS Number (www.dnb.com)

_____ www. _____ Web Site Address

***Company Type (Select Only One):**

- | | | | |
|--------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Corporation (LLC) ⁽¹⁾ | <input type="checkbox"/> General Partnership | <input type="checkbox"/> Governmental |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Non-Profit ⁽²⁾ |

⁽¹⁾If LLC, please choose LLC Classification: () Corporation () Disregarded Entity () Partnership

⁽²⁾If Non-Profit, please choose a Tax Exemption Code: () 501(a) Tax Exempt () 501(c)(3) Tax Exempt () Other

***Accept Visa:**

- Charge Cards Not Accepted Accepts VISA VISA Not Accepted, Other Cards Are Accepted

Note: Visa is the official charge card used by Virginia agencies and institutions.

***eVA Registration Service Level:**

- | | |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Basic | } NOTE: Premium Registration includes email or efax notification of business opportunities matching the vendor's registered commodities. Basic Registration does not. |
| <input type="checkbox"/> Premium | |

***W-9 Form:** Please complete and sign the Commonwealth of Virginia Substitute W-9 Form found on page 11 and submit to the Commonwealth Vendor Group, as noted on the W-9 instructions, and include a copy with this Vendor Registration Application.

Primary Contact

*First Name: _____ *Last Name: _____

*Email: _____

*Phone: () _____ Extension: _____ *Fax: () _____

Fields marked with an asterisk (*) are required. This application can not be processed without all required fields.

B**Physical Address**

*Preferred Contact Method (Select Only One): eMail Fax USMail

* Physical Address:

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Country: _____

* Contact:

Name: _____

eMail: _____

Phone: (_____) _____ Extention: _____ Fax: (_____) _____

C**Payment Address**

*Preferred Contact Method (Select Only One): eMail Fax USMail

*Payment Address: Check If Same As: Physical

Address Line 1: _____

Address Used For 1099 IRS Filings

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Country: _____

*Payment Contact: Check If Same As: Physical

Name: _____

eMail: _____

Phone: (_____) _____ Extention: _____ Fax: (_____) _____

D**Ordering Address**

*Preferred Method For Receiving Orders (Select Only One):

E-Mail address: _____

Fax number: (_____) _____

USMail: Check If Same As: Physical Payment

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Country: _____

Fields marked with an asterisk (*) are required. This application can not be processed without all required fields.

D**Ordering Address Continued**

*Ordering Contact: Check If Same As: () Physical () Payment

Name: _____

eMail: _____

Phone: () _____ Extention: _____ Fax: () _____

E**Solicitation Address**

*Preferred Contact Method (Select Only One): () eMail () Fax () USMail

*Solicitation Address: Check If Same As: () Physical () Payment () Ordering

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Country: _____

*Solicitation Contact: Check If Same As: () Physical () Payment () Ordering

Name: _____

eMail: _____

Phone: () _____ Extention: _____ Fax: () _____

F**Billing Address**

*Preferred Contact Method (Select Only One): () eMail () Fax () USMail

*Billing Address: Check If Same As: () Physical () Payment () Ordering () Solicitation

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Country: _____

*Billing Contact: Check If Same As: () Physical () Payment () Ordering () Solicitation

Name: _____

eMail: _____

Phone: () _____ Extention: _____ Fax: () _____

Fields marked with an asterisk (*) are required. This application can not be processed without all required fields.

G**Commodity Code Information**

Commodity Codes	Commodity Codes	Commodity Codes	Commodity Codes

H**Service Area**

Check all that apply:

 ALL

STATEWIDE

 Zone 97

Cities: Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg
 Counties: Gloucester, Isle of Wight, James City, Mathews, Middlesex, Southampton, Surry, Sussex, and York

 Zone 98

Cities: Colonial Heights, Hopewell, Petersburg, and City of Richmond
 Counties: Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, King William, New Kent, Powhatan, and Prince George

 Zone 99

Cities: Fredericksburg
 Counties: Caroline, Culpeper, Essex, King and Queen, King George, Lancaster, Madison, Northumberland, Orange, Richmond County, Spotsylvania, Stafford, and Westmoreland

 Zone 100

Cities: Alexandria, Fairfax, Falls Church, Manassas, Manassas Park, and Winchester
 Counties: Arlington, Clarke, Fairfax, Fauquier, Frederick, Loudoun, Page, Prince William, Rappahannock, Shenandoah, and Warren

 Zone 101

Cities: Charlottesville, Harrisonburg, Staunton, and Waynesboro
 Counties: Albemarle, Augusta, Fluvanna, Greene, Highland, Louisa, Nelson, and Rockingham

 Zone 102

Cities: Emporia
 Counties: Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Greensville, Halifax, Lunenburg, Mecklenburg, Nottoway, and Prince Edward

 Zone 103

Cities: City of Bedford, Buena Vista, Clifton Forge, Covington, Danville, Lexington, and Lynchburg
 Counties: Alleghany, Amherst, Appomattox, Bath, Bedford County, Botetourt, Campbell, Pittsylvania, and Rockbridge

 Zone 104

Cities: Galax, Martinsville, Radford, City of Roanoke, and Salem
 Counties: Carroll, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pulaski, and Roanoke County

 Zone 105

Cities: Bristol and Norton
 Counties: Bland, Buchanan, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe

 Zone 106

Cities: None
 Counties: Accomack and Northampton

Fields marked with an asterisk (*) are required. This application can not be processed without all required fields.

COMMONWEALTH OF VIRGINIA

Terms and Conditions & Instructions To Vendors

These terms and conditions apply to purchases between the agency or institution and the contractor.

1. Unless otherwise stated in the body of the order, this contractual agreement is subject to the terms and conditions of the Commonwealth of Virginia Vendors Manual and any revisions thereto, as published by the Department of General Services, Division of Purchases and Supply.
2. Goods or Services delivered must be strictly in accordance with bid referred to and shall not deviate in any way from terms, conditions or specifications of the bid. Equipment, materials and/or supplies delivered on this order shall be subject to inspection and test upon receipt. If rejected, same shall remain the property of the vendor.
3. Purchase Order number shall be shown by vendor on all related invoices, delivery memoranda, bills of lading, packages and/or correspondence.
4. A SEPARATE INVOICE FOR THIS PURCHASE ORDER OR FOR EACH SHIPMENT THEREON SHALL BE RENDERED IMMEDIATELY FOLLOWING SHIPMENT. ALL COPIES SHALL BE FORWARDED DIRECT TO AGENCY AT INVOICE ADDRESS SHOWN.
5. STATE SALES AND USE TAX CERTIFICATE OF EXEMPTION, FORM ST-12 WILL BE ISSUED UPON REQUEST, IF YOU DO NOT HAVE SAME ON FILE.
6. DELIVERIES AGAINST THIS ORDER MUST BE FREE OF EXCISE OR TRANSPORTATION TAXES, EXCISE TAX EXEMPTION REGISTRATION NO. 54-73-0076K MAY BE USED WHEN REQUIRED.
7. In the absence of other contractual terms, payment shall be due 30 days after receipt of proper invoice, or material/service, whichever is the later. Payments for goods or services may be impacted without a properly executed Commonwealth of Virginia Substitute W-9 form.
8. If discount for prompt payment is allowed, the discount period will begin on the date of receipt of proper invoice, or material, whichever is the later.
9. In case of default by the successful bidder, or failure to deliver the supplies or services ordered by the time specified, the Commonwealth after due notice (oral or in writing), may procure them from other sources and hold vendor responsible for any excess cost occasioned thereby.
10. No substitution, change or deviation shall be made without written authority from the Commonwealth by Purchase Order Change.
11. Vendors and contractors providing goods to the Commonwealth of Virginia under this order herewith assure the Commonwealth that they are conforming to the provision of the Civil Rights Act of 1964 as amended, as well as the Virginia Fair Employment Contracting Act of 1975 as amended, where applicable.
12. This Purchase Order/Contract shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise by the laws of the Commonwealth of Virginia.
13. All prices unless otherwise specified are net F.O.B. Destination with transportation charges prepaid.
14. If shipment is made by freight or express and charges added to invoice, the original bill of lading properly receipted shall accompany invoice. All charges must be prepaid.
15. Vendors and contractors performing work on Commonwealth owned or leased facilities or property shall, during the entire term of the contract, maintain at a minimum, the insurance coverages as listed in the Vendors Manual and any revisions thereto.
16. eVA Transaction Fee: Purchase orders processed through the eVA procurement system are subject to an eVA transaction fee as set forth in the eVA Fee Schedule. To obtain a copy of the eVA Fee Schedule, go to www.eVA.virginia.gov and click on "Billing". eVA Transaction Fees are invoiced and collected by the Commonwealth's Department of General Services.

Commonwealth of Virginia

Vendor Registration – Memorandum Of Agreement (Effective 5/16/2006)

This Memorandum Of Agreement (Agreement) sets forth the terms that have been established by the Commonwealth of Virginia, Department of General Services, Division of Purchases and Supply ("DPS") to govern all electronic procurement transactions made between your firm ("Vendor") and any agency or public body when such electronic procurement transaction is made, in whole or in part, utilizing the Commonwealth of Virginia's web-centric statewide electronic procurement solution (eVA).

For purposes of this Agreement:

- **electronic procurement transaction** is defined to include electronic quotations, bids, proposals, purchase orders, contracts, invoices, shipping notices, or other electronic procurement information, instruments and notices electronically transmitted, received, or posted using eVA in lieu of or in addition to creating one or more paper documents;
- **agency** is defined as any department, authority, board, post, commission, division, institution, or office of State government of the Commonwealth of Virginia; and
- **public body** is defined as any legislative, executive or judicial body, agency, office, department, authority, post, commission, committee, institution, board or political subdivision created by law in Virginia to exercise some sovereign power or to perform some governmental duty, and empowered by law to undertake the procurement activities facilitated by eVA.
- **eVA Fee Schedule** is defined as a listing of eVA registration, transaction, and other fees (eVA fees) that are assessed to eVA users, including Vendors. The eVA Fee Schedule is published on the eVA Website. Each fee set forth on the eVA Fee Schedule is effective dated so eVA users, including Vendors, can determine the appropriate fee by cross referencing a fee's effective date to the date of the activity for which the fee is assessed. The Commonwealth may make changes to the eVA Fee Schedule as provided in Item 2 below. A registered vendor may reject changes to the eVA Fee Schedule by canceling its registration.

By signing and submitting this eVA Registration Form, you certify and warrant to each agency and public body that you are duly authorized, by the Vendor to: (i) register the Vendor as an eVA supplier; (ii) file, on behalf of the Vendor, all of the information requested in the eVA vendor registration process; and (iii) enter into this Agreement on behalf of the Vendor. By signing and submitting this eVA Registration Form, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

- 1) All procurement transactions made, in whole or in part, utilizing the Commonwealth of Virginia's web-centric statewide electronic procurement solution (eVA) shall without exception be governed by the laws of the Commonwealth of Virginia without regard to its conflict-of-laws principles.
- 2) eVA fees are set forth in the eVA Fee Schedule defined above and published on the eVA Website on the date you accept this Agreement. The Commonwealth may change the accepted eVA Fee Schedule by announcing the change(s) at least 60 calendar days in advance of the effective date of the change(s).
 - a. The official date of any such change announcement shall be the date the change announcement is published on the eVA Website.
 - b. Change announcements will also be transmitted to the vendor location master user(s) email address(es) and to the billing address contact email address specified in the Vendor's eVA registration record.
 - c. Retroactive changes to the eVA Fee Schedule are prohibited unless the purpose of the retroactive change is to reduce a fee. A registered vendor may reject changes to the eVA Fee Schedule by canceling its eVA registration.
- 3) Payment of all eVA fees, assessed in accordance with the eVA Fee Schedule, shall be made within 30 days after receipt, at Vendor's specified Billing Address, of invoices. Invoices for eVA fees incurred prior to July 1, 2006, will be issued by CGI-AMS, the Commonwealth's eVA business partner. Invoices for eVA fees incurred July 1, 2006 and after will be issued by the Commonwealth's Department of General Services.

Commonwealth of Virginia

Vendor Registration – Memorandum Of Agreement (Effective 5/16/2006)

- 4) The Vendor shall use eVA's vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure it that the registration information remains accurate and complete at all times.
- 5) The Vendor hereby warrants to every agency and public body that the information provided by the Vendor through the eVA registration and eVA registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the eVA registration and eVA registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the eVA registration and registration update functionality.
- 6) The Commonwealth may change the terms and conditions of this Agreement by announcing the change(s) at least 60 calendar days in advance of the effective date of the change(s).
 - a. The official date of any such change announcement shall be the date the change announcement is published on the eVA Website.
 - b. Change announcements will also be transmitted to the vendor location master user(s) email address(es) and to the billing contact email address specified in the Vendor's eVA registration record. A registered vendor may reject changes to the terms and conditions of this Agreement by canceling its eVA registration.
- 7) This Agreement shall remain in effect for as long as the Vendor is registered as an eVA supplier. DPS reserves the right to cancel the Vendor's registration at any time. The Vendor may also cancel its registration by contacting eVA Customer Care using the email address or phone number published on the eVA website. In the event the Vendor's registration is cancelled by either party, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using eVA.

Company Name: _____

Company Address: _____

Name and Title of Applicant: _____

Applicant Signature: _____

Applicant Telephone: __ (____) _____

Applicant eMail: __ (____) _____

Date: _____

Request for Taxpayer Identification Number and Certification



Section 1 - Taxpayer Identification

<input type="checkbox"/> Social Security Number (SSN) <input type="checkbox"/> Employer Identification Number (EIN) _____	Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number . The EIN or SSN provided must match the name given on the "Legal Name" line to avoid backup withholding. If you do not have a Tax ID number, please reference "Specific Instructions - Section 1." If the account is in more than one name, provide the name of the individual who is recognized with the IRS as the responsible party.
-------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions) _____	Legal Name: _____	
	Business Name: _____	

Entity Type	Entity Classification	Exemptions (see instructions)
<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> Estate <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Government <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Corporation	<input type="checkbox"/> Professional Services <input type="checkbox"/> Medical Services <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Legal Services <input type="checkbox"/> Real Estate Agent <input type="checkbox"/> Joint Venture <input type="checkbox"/> VA Local Government <input type="checkbox"/> Tax Exempt Organization <input type="checkbox"/> Federal Government <input type="checkbox"/> OTH Government <input type="checkbox"/> VA State Agency <input type="checkbox"/> Other	Exempt payee code (if any): _____ (from backup withholding) _____ Exemption from FATCA reporting code (if any): _____

Contact Information		
Legal Address: City: State : Zip Code:	Name: Email Address: Business Phone:	
Remittance Address: City: State : Zip Code:	Fax Number: Mobile Phone: Alternate Phone:	

Section 2 - 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 (defined later in general instructions), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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. See instructions titled Certification

Printed Name:		
Authorized U.S. Signature:		Date:

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain

payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see Section 2 Certification – Page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See Exempt payee code on page 3 and the separate Instructions for the Requestor of Form W-9 for more information.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See Exemption from FATCA reporting code on page 3 and the Instructions for the Requestor of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no

reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Section 1 -Taxpayer Identification

Check the appropriate Tax Identification Number (TIN) type. Enter your EIN/SSN in the space provided.

If you are a resident alien and you do not have and /or are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site www.irs.gov.

If you do not have a TIN, apply for a TIN immediately, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester. **Note:** *Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.*

Enter the TIN which coincides with the 'Legal Name' provided on the form.

- If you are an individual, check the "Social Security Number (SSN)" box and enter the SSN.
- If you are a Grantor or Revocable Trust, check the "Social Security Number (SSN)" box and enter the SSN of the Grantor.
- If you are a Resident Alien, check the "Social Security Number (SSN)" box and enter your SSN or

your ITIN (IRS Individual Taxpayer Identification Number).

d. If you are a Sole Proprietor, check the "Social Security Number (SSN)" box and enter the SSN of the sole proprietor.

e. If you are a Single-Member LLC that is disregarded as an entity, check the "Social Security Number (SSN)" box and enter the member's SSN.

Note: If an LLC has one owner, the LLC's default tax status is "disregarded entity". If an LLC has two owners, the LLC's default tax status is "partnership". If an LLC has elected to be taxed as a corporation, it must file IRS Form 2553 (S Corporation) or IRS Form 8832 (C Corporation).

Vendors are requested to enter their **Dunn and Bradstreet Universal Numbering System (DUNS)**, if applicable. See number requirement below.

Dunn and Bradstreet Universal Numbering System (DUNS) number requirement . The United States Office of Management and Budget (OMB) requires all vendors that receive federal grant funds have their DUNS number recorded with and subsequently reported to the granting agency. If a contractor has multiple DUNS numbers the contractor should provide the primary number listed with the Federal government's Central Contractor Registration (CCR) at www.ccr.gov . Any entity that does not have a DUNS number can apply for one on-line at <http://www.dnb.com/us/> under the DNB D-U-N Number Tab.

Legal Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name. If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form. If you are using a name other than that which is listed on a Social Security Card, please enter the legal entity name **as filed with the IRS**. In general, enter the name shown on your income tax return. Do not enter a Disregarded Entity Name on this line.

Business Name. Business, Disregarded Entity, trade, or DBA ("doing business as") name.

Entity Type. Select the appropriate entity type.

Individual. If you are an individual, you must generally enter the name shown on your income tax return.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Legal Name" line. You may enter your business, trade, or

"doing business as (DBA)" name on the "Business Name" line.

Partnership. A partnership is an entity reflecting a relationship existing between two or more persons who join to carry on a trade or business. Enter the partnership's name on the "Legal Name" line. This name should match the name shown on the legal document creating the entity. You may enter your business, trade, or "doing business as (DBA)" name on the "Business Name" line.

Trust. A legal entity that acts as fiduciary, agent or trustee on behalf of a person or business entity for the purpose of administration, management and the eventual transfer of assets to a beneficial party. Enter the name of the legal entity on the "Legal Name" line.

Estate. A separate legal entity created under state law solely to transfer property from one party to another. The entity is separated by law from both the grantor and the beneficiaries. Enter the name of the legal entity on the "Legal Name" line.

Government. The Government of any State, any Political Subdivision of any State, any Agency or Instrumentality of a State or of a Political Subdivision of a State.

Non-Profit. An organization that is organized and operated exclusively for exempt purposes and none of its earnings may inure to any private shareholder or individual.

Corporation. A company recognized by law as a single body with its own powers and liabilities, separate from those of the individual members. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

S-Corporation. A corporation that is taxed like a partnership: a corporation in which five or fewer people own at least half the stock. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

C-Corporation. A business that is taxed as a separate entity: a business taxed under Subchapter C of the Internal Revenue Code and legally distinct from its owners. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

Limited liability Company (LLC). An LLC with at least two members is classified as a partnership for federal income tax purposes unless it files Form 8832 and affirmatively elects to be treated as a corporation. Enter the name of the partnership or corporation. An LLC with only one member is treated as an entity disregarded as separate from its owner for income tax purposes (but as a separate

entity for purposes of employment tax and certain excise taxes), unless it files Form 8832 and affirmatively elects to be treated as a corporation. If you are a single-member LLC (including a foreign LLC with a domestic owner) that is **disregarded** as an entity separate from its owner, **enter the owner's name on the "Legal Name" line.** **Caution:** *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Entity Classification. Select the appropriate classification type.

Contact Information. Enter your contact information.

Enter your **Legal Address.** Enter your **Remittance Address.** A **Remittance Address** is the location in which you or your entity receives business payments.

Enter your **Business Phone Number.** Enter your **Mobile Phone Number,** if applicable. Enter your **Fax Number,** if applicable. Enter your **Email Address.**

For clarification on IRS Guidelines, see www.irs.gov.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the Exemptions box, any code(s) that may apply to you. See Exempt payee code and Exemption from FATCA reporting code below.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1 - An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2 - The United States or any of its agencies or instrumentalities
- 3 - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions, or instrumentalities
- 4 - A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5 - A corporation

- 6 - A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7 - A futures commission merchant registered with the Commodity Futures Trading Commission
- 8 - A real estate investment trust
- 9 - An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10- A common trust fund operated by a bank under section 584(a)
- 11 - A financial institution
- 12 - A middleman known in the investment community as a nominee or custodian
- 13 - A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A - An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B - The United States or any of its agencies or instrumentalities
- C - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D - A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E - A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F - A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G - A real estate investment trust
- H - A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I - A common trust fund as defined in section 584(a)
- J - A bank as defined in section 581
- K - A broker
- L - A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M - A tax exempt trust under a section 403(b) plan or section 457(g) plan

Section 2 - Certification

To establish to the paying agent that your TIN is correct, you are not subject to backup withholding, or you are a U.S. person, or resident alien, sign the certification on Form W-9. You are being requested to sign by the Commonwealth of Virginia.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

Submission:

Commonwealth Vendor Group
 Post Office Box 1971
 Richmond, VA 23218-1971
 CVG@doa.virginia.gov
 804.823.2701 (fax)

COMMONWEALTH OF VIRGINIA

DELIVERY ZONES

DEPARTMENT OF GENERAL SERVICES
DIVISION OF PURCHASES AND SUPPLY

