



# Edmond Public Schools

Independent School District No. 12  
1001 W. Danforth  
Edmond, OK 73003-4801

# VENDOR REGISTRATION FORM

This registration form to be completed by any person or company requesting payment from Edmond Public Schools. This includes: reimbursements, refunds, payments for goods and/or services, etc.

**NEW  
UPDATE**  
ID #: \_\_\_\_\_

<b>Vendor Information</b>	Name (as shown on your income tax return)
	Business Name/disregarded entity name (If different from above)

Check appropriate box for federal tax classification (required):

Individual/sole proprietor	Partnership	Trust/estate	Exempt payee
C Corporation	S Corporation		
Limited liability company: Enter tax classification (C=C corporation, S=S Corporation, P=partnership): _____			
Other			

Address (number, street, and apt, or suite no.)

City, state, and ZIP code

<b>Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided MUST match the name given on the 'Name' line to avoid backup withholding. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).	<b>Social security number</b> <input type="text"/> - <input type="text"/> - <input type="text"/>
	<b>Employer identification number</b> <input type="text"/> - <input type="text"/>

**Vendor Questionnaire**

- Under what former name(s) has your business operated under during the past seven (7) years?
- Are you or any principal or partner of this business a current employee of Edmond Public Schools or a relative of any employee or Edmond Board of Education member?  
 YES NO If YES, please specify relationship: \_\_\_\_\_
- Are you currently a retired member of the Oklahoma Teachers Retirement System (OTRS)? YES NO
- Does your business accept purchase orders? YES NO

Purchase Order Contact Information		Remittance Information	
Contact Name for Orders	Phone #	Name to be printed on check	Phone #
Mailing Address (number, street, and apt, or suite no.)		Remittance Mailing Address	
City, State, and ZIP code		City, State, and ZIP code	
Email address to send purchase order	Fax #	Accounts Receivable Contact Name/email address	Fax #

**Certification, Compliance and Agreement**

Under penalties of perjury, I certify that the above information is correct and that:

- 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
- 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
- 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 or dividends on your tax return.

By signing this vendor application form, you hereby agree to comply with the provisions of Title 70 O.S. §6-101.48 of the Oklahoma Statute incorporated herein by reference, which states that the vendor will not allow any employee of the entity, or of any subcontractor, to perform work or other contracted services on District premises if such employee is or has been convicted in this state, or another state, of any felony offense unless ten (10) years has elapsed, and is not currently registered under the Oklahoma Sex Offenders Registration Act or the Mary Rippey Violent Crime Offenders Act. Upon conviction for any violation of the provisions of this subsection, the violator shall be guilty of a misdemeanor punishable by a fine not to exceed One Thousand Dollars (\$1,000.00). In addition, the violator may be liable for civil damages (57 O.S. 589). Vendor acknowledges EPS is a tobacco-free and weapons-free workplace for all schools, buildings and grounds whether leased or owned by the District. The use of tobacco products or possession of a weapon while on any District grounds, in any District buildings, or in any District vehicle is prohibited.

IT IS A VIOLATION OF OKLAHOMA STATE LAW TO PROVIDE ANY GOOD(S) AND/OR SERVICE(S) PRIOR TO THE ISSUANCE OF A VALID PURCHASE ORDER.

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

Printed name of US person and vendor representative	Title
Signature (Must be authorized to sign an IRS W-9 form)	Date

**You are responsible for notifying Edmond Public Schools about changes in the above information.**