

WORCESTER POLYTECHNIC INSTITUTE

WPI Vendor Registration Form

A completed and signed IRS form AND the completed registration form must be returned by mail or fax to:

WPI Procurement Office, 100 Institute Road, Worcester, MA 01609 or FAX to 508-831-5753

A printed form-fillable PDF is preferred and is available at: <http://www.wpi.edu/offices/finops/procurement.html>

Section 1: Vendor General Information

Business Name *

If no business name, enter N/A

URL for Website

Contact Name * (Last name, First name)

Name of Business Contact

Phone Number *

Fax Number

Telephone number of Business Contact

Email for Contact Person *

Email address of Business Contact

PO Email:

Email for Purchase Order (*Email is the preferred distribution method for Purchase Orders*)

Corporate/PO Address

Address Line 1 *

Address Line 2

City *

State (select N/A if non-US address) *

Zip Code *

Country *

Address for INVOICE PAYMENTS *

☐

Check here if same as Corporate Address

Address Line 1

Address Line 2

City

State (select N/A if non-US address)

Zip Code

Country

All fields marked with an asterisk () are required.

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Payment Terms

Do you accept VISA payments?

☐ Yes ☐ No

If you accept payment via ACH, please provide the following:

Bank Name	Email for ACH Notification
Routing Number	Account Number

Section 2: Vendor Classification

Which best describes your organization?

☐ Individual ☐ Partnership
☐ Corporation ☐ Limited Liability Co. (LLC)

Are you or your organization banned from doing business with the Federal Government?

☐ Yes ☐ No

Are you or your organization registered to do business with the Federal Government?

☐ Yes ☐ No (If no, go to Section 3)

NAICS Code	D-U-N-S Number

Check all federal classifications that may apply ([See Glossary](#))

☐ Small Business ☐ Small Disadvantaged ☐ 8(a) Business Development
☐ HUBZone ☐ Women Owned ☐ Service-Disabled Veteran Owned

Businesses that meet these qualifications are required to provide supporting documentation

WPI Department

Name of department at WPI that is the primary recipient of your goods or services.

Section 3: Tax Certifications: Please select and complete the appropriate tax certification. Include a signed copy with this form.

☐ IRS Form [W-9](#) (U.S. individuals & entities)
☐ IRS Form [W-8BEN](#) (foreign person)
☐ IRS Form [W-8BEN-E](#) (foreign entities)

Mail or fax this form and the applicable completed IRS Form to:

WPI Procurement Office, 100 Institute Road, Worcester, MA 01609-2280

OR Fax: 508-831-5753 Attn: Catherine Ushinski. For questions call 508-831-6353.

Signature:_____ Printed Name:_____

Date:_____ Title:_____

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GLOSSARY:

NAICS code

The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. NAICS is production oriented (not product oriented) and categorizes businesses with others that have similar methods of production.

D-U-N-S code

A Dun & Bradstreet unique nine-digit identification number for each physical location of your business.

Small Business

Registered as small business with the federal government with information about your company in the System for Award Management (SAM) database. NAICS code is required for registration. The federal government defines a small business as business concern as one that is organized for profit; has a place of business in the U.S.; operates primarily within the U.S. or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor; is independently owned and operated; and is not dominant in its field on a national basis. The business may be a sole proprietorship, partnership, corporation or any other legal form. Size standards vary by industry using the NAICS code as a basis.

Small Disadvantaged

Small business 51% or more owned and control by one or more disadvantaged persons. The disadvantaged person or persons must be socially disadvantaged and economically disadvantaged. (See 8(a) Business Development for definitions of disadvantaged.)

8(a) Business Development

A small business majority-owned (51 percent or more) by an individual(s).

- The individual(s) must be an American citizen, by birth or naturalization.
- The business must be majority-owned (51 percent or more) and controlled/managed by socially and economically disadvantaged individual(s).
- The individual(s) controlling and managing the firm on a full-time basis must meet the SBA requirement for disadvantage, by proving both social disadvantage and economic disadvantage.
- The business must be a small business.
- The business must demonstrate potential for success.
- The principals must show good character.
- Separate eligibility requirements exist for a business that is owned by American Indians, Native Alaskans, Native Hawaiians or Certified Development Companies.

For purposes of the 8(a) Business Development program, the following individuals are presumed socially disadvantaged (called "presumed groups"):

- Black Americans
- Hispanic Americans
- Native Americans
- Asian Pacific Americans
- Subcontinent Asian American

"Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities."

HUBZone

A small business owned and controlled at least 51% by U.S. citizens, or a Community Development Corporation, an agricultural cooperative, or an Indian tribe with its principal office located within a "Historically Underutilized Business Zone," which includes lands considered "Indian Country" and military facilities closed by the Base Realignment and Closure Act. At least 35% of its employees must reside in a HUBZone.

Women-Owned

A small business at least 51% owned and controlled by one or more women, and primarily managed by one or more women. The women must be U.S. citizens.

Service – Disabled Veteran-Owned

Management and daily business operations controlled by one or more service-disabled veterans. Service-disabled veteran means a veteran with a disability that is service-connected. Ownership by one or more service disabled veterans must be direct ownership.