

NOTICE TO VENDORS AND CONTRACTORS:

As a condition of this contract, CONTRACTOR is required by Minn. Stat. §270C.65 to provide a social security number, a federal tax identification number or Minnesota tax identification number. This information may be used in the enforcement of federal and state tax laws. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment of state obligations. Supplying these numbers could result in action to require CONTRACTOR to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided.

If you are an independent contractor, Minn. Stat. §256.998 requires the state to report your name, address and social security number to the New Hire Reporting Center of the Minnesota Department of Human Services unless your contract is for less than two months in duration with gross earnings of less than \$250.00 per month. This information may be used by state or local child support enforcement authorities in the enforcement of state and federal child support laws.

VENDOR REGISTRATION

Vendors that the College wishes to do business with can now register themselves with the State of Minnesota through the following link in order to get a SWIFT Vendor Number:

https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP_GUEST

Online Vendor Registration:

The State of Minnesota has implemented a new financial and procurement system that will affect how vendors interact with the State. The Statewide Integrated Financial Tools (SWIFT) system provides new options for vendors and requires current vendors to create a new user ID and password. The previous vendor registration system has been decommissioned. Vendors are now able to register and update their information through the eSupplier portal.

The new vendor portal (eSupplier portal) consolidates the vendor registration function previously processed through the Business Office – Purchasing.

Any new vendors that wish to do business with the College should be directed to the following link in order to register and get their State of MN SWIFT vendor number:

https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP_GUEST

Vendors will be able to view certain solicitation announcements through the eSupplier portal. An added benefit is the ability to respond to certain State of Minnesota solicitations in an online bidding process.

Additional self-service functions will enable vendors to request changes to their addresses and contact information. Vendors can also navigate to other State of Minnesota websites from the eSupplier portal.

Beginning July 1, 2011, new vendors can sign up for direct deposit payment when they self-register through the eSupplier portal. Vendors requesting changes to bank information or wishing to sign up for Electronic Funds Transfer (EFT) will do so through the MMB website (<http://www.mmb.state.mn.us>).

Vendors receiving electronic payments will be able to view the status through the eSupplier portal.

SUBSTITUTE FORM W-9

Name and Address

DATE: _____

VENDOR NUMBER: _____

SUBJECT: Request for Taxpayer Information. (Failure to furnish a taxpayer identification number makes you subject to a penalty of \$50.)

The purpose of this form is to obtain or confirm your correct taxpayer name and identification number. Federal and state tax regulations require that we have this information from recipients of certain payments in order to report such payments to the Internal Revenue Service on the Form 1099 Return.

Please complete items 1, 2, and 3 below. If you have any questions, phone (651) 201-8201 for assistance. Send, fax or e-mail the completed form to the address in the upper right corner.

1. Check your tax filing status below and enter your social security number or federal employer identification number. If you have been issued a separate Minnesota tax identification number, write it in the space provided.

If you have recently applied for a taxpayer number, write "Applied For" in the space for the number.

<p>(Check One)</p> <p><input type="checkbox"/> Individual: Use SSN</p> <p><input type="checkbox"/> Sole Proprietorship: Use SSN or FEIN</p> <p><input type="checkbox"/> Corporation: Use FEIN</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Legal Partnership: Use FEIN</p> <p><input type="checkbox"/> Tax Exempt Organization: Use FEIN and list the section number of the IRS code under which you are claiming exemption: _____</p> <p><input type="checkbox"/> Other: Please explain on reverse side and include a tax number.</p>	<p>____ -- ____ -- _____ SOCIAL SECURITY NUMBER (SSN)</p> <p>____ -- _____ FEDERAL EMPLOYER IDENTIFICATION (FEIN)</p> <p>_____ MINNESOTA TAX ID. NUMBER (IF APPLICABLE)</p>
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2. Print the full name belonging to the social security number or employer identification number written above.

3. Certification. Under penalty of perjury, I certify the number shown on this form is my correct taxpayer identification number.

Signature _____ Phone No.: _____ Date _____

PRIVACY ACT NOTICE - Internal Revenue code Section 6109 requires you to furnish your correct taxpayer identification number to payers who must file information returns with IRS. IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. Payers must generally withhold 28% of taxable interest and certain other payments to a payee who does not furnish a TIN to a payer.

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