

## Instructions for the Vendor Information Form

### CSU Department Requesting Vendor Payment

Complete the section below entitled “To Be Completed By University” prior to sending form to the vendor. This section must be completed for the form to be processed.

### Instructions for the Vendor

#### Step 1 -- Complete the form

You may complete this form in two ways:

- Type in your information (begin with Section 1- Tax Information). Print the form, sign it, and submit to the address below.

OR

- Print the form first, provide your information (begin with Section 1- Tax Information), sign it, and submit to the appropriate address below

#### Step 2 -- Submit the Form

To help ensure the security of your tax identification information, return this form directly to:

Mail: Chicago State University  
Purchasing Department, ADM 208  
9501 S King Drive  
Chicago, IL 60628

Fax: (773) 995-4492

You do not need to mail a hardcopy if the form is faxed.

**Non-Resident Aliens** – Return the completed and signed W8BEN along with this Vendor Information Form to the requesting department contact listed on Page 1.

# CHICAGO STATE UNIVERSITY

## THIS BOX TO BE COMPLETED BY UNIVERSITY

Today's Date \_\_\_\_\_

New Vendor

Update Existing Vendor

Requesting Department name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Transaction  Purchase Order

Invoice Voucher

Add to CSU Buy

Yes

No

## Vendor Information Form

This form **must** be completed prior to receiving payment from Chicago State University.  
For assistance e-mail us at (csu-purchasing@csu.edu) or phone (773-995-2424).

## STEPS 1 THROUGH 4 MUST BE COMPLETED BY THE VENDOR

### **Step 1 – TAX INFORMATION**

**Note: Name must agree with IRS records.**

**Name of Individual or Business Name** (if sole proprietor, please list name of owner and name of business.)

Print or Type: \_\_\_\_\_

Current Chicago State University Employee

Current Chicago State University Student

Parent Company Name (if different from above)

Print or Type: \_\_\_\_\_

Taxpayer Identification Number (TIN)

Enter Social Security Number or Employer ID Number/FEIN \_\_\_\_\_

Please mark all boxes that apply:

DUNS Number: \_\_\_\_\_

Individual

Corporation/Incorporated (TC)

Gov Entity (TG)

Sole Proprietor

Med Health Care Srcs Prov (TM)

Nor-for-Profit Corp (TN)

LLC Sole Proprietor

Real Estate Agent (TR)

Tax Exempt Org (TE)

LLC Partnership (TL/TP)

Attorney (AT)

Foreign Vendor (VF)

LLC Corporation (TL/TC)

Partnership (TP)

Trust or Estate (TT)

Permanent Residence/ Corporate Office Address

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Payment Address (if different from above)

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Purchase Order Address (if different from above)

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

**Individuals:** Please check the appropriate classification.

- U.S. Citizen
- Resident Alien - Must provide a copy of their permanent Resident Card when submitting this form.
- Non-Resident Alien - Not required to certify in Step 4, but must attach form W-8BEN.

**Businesses:** Please check the appropriate classification.

- U.S. Company
- Foreign Vendor with US Presence - Not required to certify in Step 4, but must attach form W-8ECI
- Foreign Vendor - Not required to certify in Step 4, but must attach form W-8BEN or W-8EXP where appropriate.
- Small Business - As defined by the State of Illinois. (30 ILCS 500/45-45) Please attach proof of registration as a small business in the State of Illinois.

Types of Goods/Services Requested

- Goods                       Services                       Attorney                       Royalties                       Medical  
 Other                      Please Describe: \_\_\_\_\_

**Step 2 – Check what applies under Diverse Business OR Small Business**

Diverse Business

- African American (CA)                       Asian American (CM)                       Female (CW)  
 Hispanic American (CH)                       Alaskan Native/ Native American (CN)                       Veteran (CV)  
 Disabled (CD)

**-OR-**

Small Business

- Small business (B2)                       Small disadvantaged business (CE)  
 Women-owned small business (CF)                       Veteran-owned small business (CG)  
 HUBZone small business (CZ)                       Service-disabled veteran-owned small business (CS)

**Certifying Organization**

- DCMS (Department of Central Management Services) Business Enterprise Program (C2)  
 CMBDC (Chicago Minority Business Development Council) (C3)\*  
 IDOT (Illinois Department of Transportation) (C4)\*  
 WBDC (Women’s Business Development Center) (C5)\*  
 Other (Please Specify): \_\_\_\_\_

\*Please provide letter of certification from certifying agency when submitting this form.

**Step 3—CONFLICT OF INTEREST**

The following questions MUST be answered to be considered as a vendor. (select yes or no)	Yes	No
Are you or any officer, director, owner, or partner in this company a student at Chicago State University?		
Are you or any officer, director, owner, or partner in this company an employee of Chicago State University?		
Have you or any officer, director, owner, or partner in this company been a Chicago State University employee within the last 12 months?		
Is a direct family member of any of the above an employee of Chicago State University? (Direct family members include spouse, parent or minor child)		
Does any University employee have an ownership interest in your firm that exceeds 7.5%		
Have you or any officer, director, owner, or partner in this company retired from a State Agency?		

If **Yes** to any of the above, please provide the names of the individuals involved below:

\_\_\_\_\_

## Step 4 – CERTIFICATION AND SIGNATURE

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number 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 had notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).
4. I or the organization I represent will comply with the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPPA), and the regulations promulgated there under, to the extent applicable in each transaction
5. Neither the organization I represent nor any of its employees or subcontractors who may provide services pursuant to any Contract with Chicago State University is currently subject of an investigation or proceeding to exclude it as a provider under Medicare or Medicaid or under any other federal or state health care program or under any third party insurance program, nor is it currently excluded or debarred from submitting claims to Medicare or Medicaid or to any other federal or state health care program or to any third party insurer. My organization represents and warrants it has checked the U.S. General Service Administration's (GSA) Excluded Party Listing System (EPLS), which lists parties excluded from Federal procurement and non-procurement programs. The EPLS website includes GSA/EPLS, the U.S. Department of Health and Human Services (HHS) Office of Inspector General's (OIG) List of Exclude Individuals/ Entities (LEIE), and the U.S. Department of Treasury's (Treasury) Specially Designated Nationals (SDN) list. My organization also represents and warrants it has checked the Illinois Department of Public Aid (IDPA) OIG Provider Sanctions list of individuals and entities excluded from state procurement with respect to my organization's employees and agents. See the following websites: <http://epls.arnet.gov> and <http://www.state.il.us/agency/oig/search.asp>. University will terminate any contract without penalty to University if my organization becomes excluded during the life of any contract.
6. I certify that the information contained herein is correct. I understand that misrepresentation may be cause for removal from the qualified vendor list and any other penalties allowed by law.
7. If any of the vendor information on this form changes the vendor must complete a new form and check updated vendor information. The form must then be resubmitted to the address indicated at the bottom of page four of this form.

### Vendor Signature (This form is not considered valid unless signed and dated)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

## Vendor Information Form Additional Instructions

The University is required by Federal Law to report such payments along with SSN/FEIN to Federal and State Agencies on forms required by law. The University will not disclose a recipient's SSN or FEIN without the consent of the recipient to anyone outside the University except as mandated by law. Your failure to provide a correct name and Taxpayer Identification Number may subject your payments to 28% federal income tax withholding. If you do not provide us with information, you may be subject to a \$50 penalty imposed by IRS under section 6723. If you make a false settlement with no reasonable basis that results in no backup withholding, you are subject to \$500 civil penalty. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

### W-9 Taxpayer Information

- If you use a SSN, the IRS requires that you include the name of the individual whose SSN has been entered.
- Non-profit organizations and government agencies should list your Taxpayer Identification Number as recorded with the IRS.
- Sole Proprietors: Must enter your individual name (as shown on your Social Security card) on the Name of the Individual or Business Name line as well as your business or "doing business as" name on the Business Name line.
- Business Name: Enter the name of the entity as it is listed with the IRS on the Firm SS-4, Application for Employer Identification Number. This name should be consistent with the name used on your tax returns.
- Foreign companies should complete the appropriate W8 and submit along with the Vendor Information Form to the Vendor Maintenance Department.
- Foreign Individuals should complete the W8BEN and return it directly to the University Department Contact listed at the top of this form.

### Resident Alien

Resident Aliens must provide a copy of their Permanent Resident Card when submitting this form.

### Non-Resident Alien

Non-Resident Aliens are not required to certify in Part IV, but must attach W-8BEN.

### Foreign Vendors with US Presence

Foreign Vendors with US Presence are not required to certify in Part IV, but must attach W-8ECI

### Foreign Vendors

Foreign Vendors are not required to certify in Part IV, but must attach W-8BEN or W-8EXP as appropriate.

### Diverse Business

You are considered a diverse business if you meet the following criteria:

- At least 51 percent owned and controlled by persons who are minority, women or designated as disabled.
- Must be a United States Citizen or Resident Alien.
- Average annual gross sales over the last three years must be under \$31.4 million.

### Small Business

You are considered a small business if you meet the following criteria:

- An Illinois business
- Annual gross sales
  - Retail/ Service less than \$6 million
  - Wholesale less than \$10 million
  - Construction less than \$10 million
  - Manufacturing less than \$10 million and less than 250 employees.

## Certifications

Vendor acknowledges and agrees that compliance with this subsection in its entirety for the term of any resulting contract and any renewals is a material requirement and condition of the contract. By executing the contract Vendor certifies compliance with this subsection in its entirety, and is under a continuing obligation to remain in compliance and report any non-compliance.

This subsection, in its entirety, also applies to subcontractors used on this contract. Vendor shall include these Standard Certifications in any subcontract used in the performance of the contract using the Standard Subcontractor Certification form provided by the State.

If the contract extends over multiple fiscal years, including the initial term and all renewals, Vendor and its subcontractors shall confirm compliance with this section in the manner and format determined by the State by the date specified by the State and in no event later than July 1 of each year that the contract remains in effect.

If the Parties determine that any certification in this section is not applicable to the contract it may be stricken without affecting the remaining subsections.

3.1. As part of each certification, Vendor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:

- the contract may be void by operation of law,
- the State may void the contract, and
- the Vendor and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

3.2. Vendor certifies it and its employees will comply with applicable provisions of the United States Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and applicable rules in performance of this contract.

3.3. **This applies to individuals, sole proprietorships, partnerships and LLCs, but is otherwise not applicable.** Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies he/she is not in default on an educational loan. 5 ILCS 385/3

3.4. Vendor certifies that it has reviewed and will comply with the Department of Employment Security Law (20 ILCS 1005/1005-47) as applicable.

3.5. **This applies only to certain service contracts and does NOT include contracts for professional or artistic services.** To the extent there was a current Vendor providing the services covered by this contract and the employees of that Vendor who provided those services are covered by a collective bargaining agreement, Vendor certifies (i) that it will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its bid or offer; and (ii) that it shall offer employment to all employees currently employed in any existing bargaining unit who perform substantially similar work to the work that will be performed pursuant to this contract. This does not apply to heating, air conditioning, plumbing and electrical service contracts. 30 ILCS 500/25-80

- 3.6. Vendor certifies it has neither been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor made an admission of guilt of such conduct that is a matter of record. 30 ILCS 500/50-5
- 3.7. If Vendor has been convicted of a felony, Vendor certifies at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business. 30 ILCS 500/50-10
- 3.8. If Vendor or any officer, director, partner, or other managerial agent of Vendor has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Vendor certifies at least five years have passed since the date of the conviction. Vendor further certifies that it is not barred from being awarded a contract. 30 ILCS 500/50-10.5
- 3.9. Vendor certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10.5(e)
- 3.10. Vendor certifies that it and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent have entered into a deferred payment plan to pay the debt). 30 ILCS 500/50-11, 50-60
- 3.11. Vendor certifies that it and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with provisions of the Illinois Use Tax Act. 30 ILCS 500/50-12
- 3.12. Vendor certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years, and is therefore not barred from being awarded a contract. 30 ILCS 500/50-14
- 3.13. Vendor certifies it has neither paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract. 30 ILCS 500/50-25
- 3.14. Vendor certifies it has read, understands and is not knowingly in violation of the "Revolving Door" provisions of the Illinois Procurement Code. 30 ILCS 500/50-30
- 3.15. Vendor certifies that if it hires a person required to register under the Lobbyist Registration Act to assist in obtaining any State contract, that none of the lobbyist's costs, fees, compensation, reimbursements or other remuneration will be billed to the State. 30 ILCS 500/50-38
- 3.16. Vendor certifies that it will not retain a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. 30 ILCS 500/50-38
- 3.17. Vendor certifies it will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers, or employees of the State. 30 ILCS 500/50-40, 50-45, 50-50
- 3.18. Vendor certifies that if it is awarded a contract through the use of the preference required by the Procurement of Domestic Products Act, then it shall provide products pursuant to the contract or subcontract that are manufactured in the United States. 30 ILCS 517
- 3.19. Vendor certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring Agency/University grants an exception. 30 ILCS 565



3.20. Drug Free Workplace

3.20.1 If Vendor employs 25 or more employees and this contract is worth more than \$5,000, Vendor certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act

3.20.2 If Vendor is an individual and this contract is worth more than \$5000, Vendor certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the contract. 30 ILCS 580

3.21. Vendor certifies that neither Vendor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the United States Department of Commerce. 30 ILCS 582

3.22. Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor or indentured labor under penal sanction. 30 ILCS 583

3.23. Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12. 30 ILCS 584

3.24. This applies to information technology contracts and is otherwise not applicable. Vendor certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this contract comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at ([www.dhs.state.il.us/iitaa](http://www.dhs.state.il.us/iitaa)). 30 ILCS 587

3.25. **This only applies to vendors who own residential buildings but is otherwise not applicable.** Vendor certifies, if it owns residential buildings, that any violation of the Lead Poisoning Prevention Act has been mitigated. 410 ILCS 45

3.26. Vendor certifies it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States. 720 ILCS 5/33 E-3, E-4

3.27. Vendor certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, which include providing equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies. 775 ILCS 5/2-105

3.28. Vendor certifies it does not pay dues to or reimburse or subsidize payments by its employees for any dues or fees to any "discriminatory club." 775 ILCS 25/2

3.29. Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Vendors and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

3.30. Vendor certifies that if an individual, sole proprietor, partner or an individual as a member of a LLC, he/she has not received an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code or an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code. 30 ILCS 105/15a; 40 ILCS 5/14-108.3; 40 ILCS 5/16-133

3.31. Vendor certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code. Vendor will not make a political contribution that will violate these requirements. 30 ILCS 500/20-160 and 50-37

**In accordance with section 20-160 of the Illinois Procurement Code, Vendor certifies as applicable:**

**Vendor is not required to register as a business entity with the State Board of Elections.**

**or**

**Vendor has registered with the State Board of Elections. As a registered business entity, Vendor acknowledges a continuing duty to update the registration as required by the Act.**

3.32. A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity and authorized to transact business or conduct affairs in Illinois prior to submitting a bid or offer. If you do not meet these criteria, then your bid or offer will be disqualified. 30 ILCS 500/20-43

**Vendor must make one of the following four certifications by checking the appropriate box. If C or D is checked, then Vendor must attach to this form the requested documentation.**

- A.  Vendor certifies it is an individual acting as a sole proprietor and is therefore not subject to the requirements of section 20-43 of the Procurement Code.
- B.  Vendor certifies that it is a legal entity, and was authorized to transact business or conduct affairs in Illinois as of the date for submitting this bid or offer. The State may require Vendor to provide evidence of compliance before award.
- C.  Vendor certifies it is a legal entity, and is a foreign corporation performing activities that do not constitute transacting business in Illinois as defined by Illinois Business Corporations Act (805 ILCS 5/13.75). A vendor claiming exemption under the Act must include a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon request within the timeframe specified in said request, then the State may deem the Vendor as being non-responsive or not responsible and may disqualify the Vendor.
- D.  Vendor certifies it is a legal entity, and is an entity otherwise recognized under Illinois law as eligible for a specific form of exemption similar to those found in the Illinois Business Corporation Act (805 ILCS 5/13.75). A vendor claiming exemption under a specific law must provide a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon request within the timeframe specified in said request, then the State may deem the Vendor as being non-responsive or not responsible and may disqualify the Vendor.

These certifications are signed by an authorized officer or employee on behalf of the bidder or offeror.

Name of Disclosing Entity: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_