

**AGUA FRIA UNION HIGH SCHOOL DISTRICT #216**

1481 N Eliseo Felix Jr. Way, Avondale, AZ 85323

Phone: 623.932.7000 Fax: 623.932.7018

www. aguafria.org



**VENDOR REGISTRATION FORM**

NEW APPLICANT

INFORMATION CHANGE

Legal Name of Organization/Individual:

Doing Business As (If Applicable):

Federal ID # or SS Number:


**Mailing Address**

**Remittance Address (If Different)**

Address:

City

State/Province

Zip/Postal Code



Contact Name and Title

Telephone Number

Fax Number (if applicable)

Email Address (Purchase Orders)

Email Address (Bids/Proposals/Quotes)


Does your company accept purchase orders? Yes No

Does your company accept net 30 days payment term? Yes No

Are You An Employee of the Agua Fria Union High School District? Yes No

Are You A Relative of An Employee of the Agua Fria Union High School District? Yes No

**NOTE:** Agua Fria Union High School District Policy requires **YES** for both accepting Purchase Orders and 30-day net terms.

Please provide a brief description of your company's products or services:

Arizona Transaction Privilege License Number (Sales Tax Number) 21170140

If out-of-state vendor, do you charge sales tax? ( )Yes ( ) No

Please submit a completed W-9 by faxing (623-932-7018) or emailing your complete registration to our Procurement Coordinator Nathaniel Gonzalez: [ngonzalez@aguafria.org](mailto:ngonzalez@aguafria.org) I am duly authorized to certify the information requested herein and to the best of my knowledge, the elements of the information provided herein are accurate and true as of this date:

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## VENDOR AGREEMENT

This Vendor Agreement ("Agreement") is entered into between \_\_\_\_\_ (the "District"), and \_\_\_\_\_ ("Vendor") to grant Vendor permission to sell its products or its services at \_\_\_\_\_ ["Event"]. The Agreement shall be effective on \_\_\_\_\_ and shall expire on \_\_\_\_\_.

As a vendor permitted to sell its products or services, Vendor agrees to the following conditions:

1. Vendor shall remain in compliance with applicable federal, state and local laws, ordinance and regulations. Vendor shall at all times comply with safety requirements and shall obtain necessary licensing, permits and insurance for the sale of products and services.
2. Vendor shall maintain its space and the area surrounding it in conformity with all applicable sanitary and health laws and regulations and shall also keep the space and the surrounding area neat, clean, and free of accumulated refuse and debris. District reserves the right the shut down any vendor not meeting cleanliness and safety codes and laws.
3. District reserves the right to relocate the Vendor at any time, even during the event.
4. Amplified sound is not permitted to come from the Vendor's space.
5. Garbage disposal may not available at the Event. Vendor shall remove garbage from the site at the end of the Event.
6. Vendor is an independent contractor and does not have the authority to represent itself as an agent or representative of District.
7. District is not responsible for any delay or failure to perform due to any circumstances.
8. District shall not be liable to the Vendor for consequential damages, including lost profit or no revenue.
9. Vendor agrees to allow the use of video and photography taken by District for promotional and other purposes, and such video and photograph are the property of District.
10. Vendor shall provide a certificate of liability insurance with minimum limits of \$1,000,000 naming the " \_\_\_\_\_ School District, its officers, employees, and agents" as an Additional Insured.
11. Vendor agrees to indemnify, defend and hold harmless District and its officers, employees and agents from any and all losses, damages, claims, liability, expenses or costs arising from any accident or occurrence causing injury or damage to any person or property (including vendor/users employees or property) relating or attributed to District's authorization for Vendor to sell or donate food product at the event. The Vendor's obligation to indemnify, defend and hold harmless as indicated above shall continue notwithstanding the expiration or revocation of the permission to sell its products or services.
12. This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order. All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

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

\_\_\_\_\_  
School District  
Authorized Representative

\_\_\_\_\_  
Vendor Name:  
Authorized Representative

# Request for Taxpayer Identification Number and Certification

**Give Form to the requester. Do not send to the IRS.**

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b> <b>See Specific Instructions on page 3.</b>	<b>1</b>	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	<b>2</b>	Business name/disregarded entity name, if different from above		
	<b>3</b>	Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  (Applies to accounts maintained outside the U.S.)
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC		<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.			
	<input type="checkbox"/> Other (see instructions) ► _____			
	<b>5</b>	Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
<b>6</b>	City, state, and ZIP code			
<b>7</b>	List account number(s) here (optional)			

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## Part II 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 below); 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 the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ►	Date ►
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## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.