

New Vendor Request Form

Name of Business: _____

Tax Payer Name: _____

Tax Payer Number: _____ **W-9 Required To Be Submitted to Business Office**

Contact Name: _____

Contact Email: _____

Contact Phone #: _____

Contact Fax #: _____

Remit to Address: _____

PO Mailing Address: _____

NJ Business Registration Certificate #: _____ **BRC Required to be submitted to Business Office**

Are supplies or services being purchased? _____

Person requesting new vendor: _____ **Date:** _____

NJ BRC Attached _____

Vendor W-9 Attached _____

HCESC Tax Status Provided to Vendor _____

Documentation available at: <http://www.hunterdonesc.org/hcesc/Board/Business%20Office%20Forms/Hunterdon%20County%20ESC%20Tax%20Exempt%20Status.pdf?1476820738>

Political Disclosure form required for cumulative purchases over \$17,500.00

Document can be found at: <http://www.hunterdonesc.org/hcesc/Board/Business%20Office%20Forms/Political%20Disclosure%20Form.pdf?1476820738>