

# New Vendor Application

The Internal Revenue Cost 3406(b) requires a form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade/business. Further, IRS code requires the Auburn School District to withhold 28% in reportable amounts paid to unincorporated businesses or individuals who have not supplied a correct Employer Identification Number (EIN) or Social Security Number (SSN).

**Please attach a completed and signed W-9 Form**

**DATE OF APPLICATION**

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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## VENDOR INFORMATION

Official Business Name:

EIN # or SSN#:

Phone Number:

UBI #:

PO Email:

Provide the Name of District Contact You are Working With

Business Type/Classification ☐ Individual ☐ Corporation ☐ Sole Proprietier ☐ Partnership  Other

Please Select All That Apply:

Woman Owned: <input type="checkbox"/>	Veteran Owned: <input type="checkbox"/>	Persons with Disabilities: <input type="checkbox"/>
Minority Owned: <input type="checkbox"/>	Locally Owned: <input type="checkbox"/>	

Products/Services Provided:

\_\_\_\_\_  
Authorized Signature

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

**THANK YOU FOR YOUR APPLICATION**

Please Email your completed application and W-9 to [purchasing@auburn.wednet.edu](mailto:purchasing@auburn.wednet.edu) or via mail/in-person to:  
Auburn School District, 915 4th St. NE, Auburn, WA 98002