



# VENDOR APPLICATION FORM

## COMPANY INFORMATION

Company Name:		<input type="checkbox"/> New	<input type="checkbox"/> Update
Address:			
City:	State:	ZIP Code:	
Telephone:	Fax:	Web Address:	
Products/Services That Company Provides:			
Type of Organization (Check One): <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Corporation			
FEIN:		Social Security:	

## BILLING CONTACT INFORMATION

Name/Title:		
Address:		
City:	State:	ZIP Code:
Telephone:	Fax:	Email:

## PAYMENT REMITTANCE INFORMATION

Company Name:		
Address:		
City:	State:	ZIP Code:

## PURCHASE ORDER CONTACT INFORMATION

Name/Title:		
Address:		
City:	State:	ZIP Code:
Telephone:	Fax:	Email:

## PLEASE PROVIDE A CURRENT COPY OF A TAX IDENTIFICATION FORM (W-9)

### RETURN COMPLETED FORM TO:

Village of Hoffman Estates  
1900 Hassell Road  
Hoffman Estates, IL 60169  
Tel: 847-882-9100  
Fax: 847-843-4822  
[accountspayable@hoffmanestates.org](mailto:accountspayable@hoffmanestates.org)

### For Internal Use Only:

Vendor Number:	Created By:	Date:
W-9 Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No (W-9 MUST Be Provided)		



# VENDOR STATUS FORM

## COMPANY INFORMATION

Company Name:

☐ New ☐ Update

### COMPANY STATUS PER IL P.A. 102-0265 (CHECK ALL THAT APPLY)

In accordance with Illinois Public Act 102-0265, the Village of Hoffman Estates is required to make a good faith effort to collect and publish certain demographic information provided by our vendors and subcontractors doing business with us. We are required to report whether the vendor or subcontractor is a minority, woman or veteran-owned business as defined by Illinois Law. In addition, we are required to report whether the vendor is a small business under the Small Business Administration standards (SBA).

#### Small Business/meets certification requirements as a small business under SBA

standards (more information can be found at <http://www.sba.gov>) ☐ Self-Certification ☐ Holds Certification

Average Number of Employees:

Average Annual Receipts Less than \$7.5 million

☐ Yes ☐ No

**Minority-Owned Business-A business which is at least 51% owned by one or more minority persons or, in the case of a corporation, at least 51% of the stock in which is owned by one or more minority person and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.**

☐ Self-Certification ☐ Holds Certification

**Women-Owned Business-A business which is at least 51% owned by one or more women or in the case of a corporation, at least 51% of the stock in which is owned by one or more women and the management and daily business operations of which are controlled by one or more of the women who own it.**

☐ Self-Certification ☐ Holds Certification

**Veteran-Owned Small Business-A small business (i) that is at least 51% owned by one or more qualified veterans living in Illinois or, in the case of a corporation, at least 51% of the stock of which is owned by one or more qualified veterans living in Illinois; (ii) has its home office in Illinois; (iii) for which items (i) and (ii) are factually verified annually by the Commission on Equity and Inclusion.**

☐ Self-Certification ☐ Holds Certification

☐ None of the above apply

Name of Person Completing Form:

Signature:

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Hoffman Estates, IL 60169  
Tel: 847-882-9100  
Fax: 847-843-4822

[accountspayable@hoffmanestates.org](mailto:accountspayable@hoffmanestates.org)

#### For Internal Use Only:

Vendor Number:

Created By:

Date:

(Please Also Complete Vendor Application Form)