



VENDOR FACT SHEET

General Business Information:

For SHA Use Only:

Name of Business, Organization, or Name of Person (if payment is to an individual):

JDE Vendor No.

Mailing Address for Payments:

City:

State:

Zip Code:

E-Mail Address:

Telephone No.:

Fax No.:

Toll Free No.:

Washington UBI No.:

City of Seattle Business License No.:

Washington Contractor's License No.:

President/General Manager:

Principal products and/or services offered:

Type of Organization (check one):

Individual

Sole Proprietor

Partnership

Corporation

Governmental Agency

Other _____

Social Security No.:

Social Security No. or Employer ID No.

Employer ID No.

Employer ID No.

Employer ID No.

Employer ID No.

Substitute IRS Form W-9 Certification:

Under penalties of perjury, I hereby certify that the number shown on this form is my correct taxpayer identification number, and that 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 I am a U.S. person (including a U.S. resident alien). **Note:** The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

**SIGN
HERE →**

Signature of U.S. Person

Date

Ownership Status (check all that apply):

- MBE** (Minority-Owned Business Enterprise)
- WBE** (Women-Owned Business Enterprise)
- MWBE** (Minority / Women-Owned Business Enterprise)
- CBE** (Combination Business Enterprise)
- Small Business** **HUD Section 3 Business**

Washington State WMBE Certification No.:

Racial/Ethnic Status (check one):

- Caucasian (1)
- African American (2)
- Native American (3)
- Hispanic American (4)
- Asian/Pacific American (5)
- Hasidic Jews (6)

SIGN BELOW:

Signature of Authorized Representative of Vendor:

Date:

If the vendor will be supplying goods and/or services through an SHA Purchase Order, by signing immediately above, the vendor hereby agrees to SHA's General Terms and Conditions applicable to Purchase Orders. A copy of the General Terms and Conditions is available upon request by calling (206) 615-3379 or visiting our Web site at [http://seattlehousing.org/business/guidelines/pdf/Purchase Order Terms Conditions.pdf](http://seattlehousing.org/business/guidelines/pdf/Purchase%20Order%20Terms%20Conditions.pdf)

For SHA Use Only

- Route to F&A JDE Data Entry on _____
- Data Entry completed on: _____
- E-mail _____ in Purchasing when entered
- Route completed form to A/P

**Return this
form to →**

Seattle Housing Authority
Purchasing Division, Attn: _____
190 Queen Anne Avenue North
P.O. Box 19028
Seattle, WA 98109-1028
FAX: (206) 615-3410

Vendor Fact Sheet Instructions

Thank you for your interest in doing business with the Seattle Housing Authority (SHA).

In order for SHA to make payments to you or to procure goods or services from you, we need the information requested on the Vendor Fact Sheet, which also serves as a substitute IRS W-9 Form. The information about you will be entered into our computerized payment system and will allow us to make required reports to the Federal government about our business and payment transactions.

Substitute IRS Form W-9 Certification: In completing the Vendor Fact Sheet, you must sign the "Substitute IRS Form W-9 Certification" or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct taxpayer identification number to SHA, you must cross out the portion of the certification after the word "and" in line two, through the end of line five, before signing the form. Detailed instructions about IRS Form W-9 are included on the form, which may be obtained by calling our office at (206) 615-3379 or visiting the IRS web site at www.irs.gov.

Small Businesses: The Vendor Fact Sheet also requests information about whether your business is owned and controlled by women or minorities, and/or is a small business. The following are definitions of these terms for your use.

- **WMBE:** Minority and women-owned business enterprises must meet the definitions established by, and be certified by, the Washington State Office of Women's and Minority Business Enterprises (OMWBE). To obtain a certification application form, contact them at (360) 753-9693 or by e-mail at jwheat@omwbe.wa.gov.
- **Small Business:** A small business means a business concern, including its affiliates, that is independently owned and operated, not an affiliate or subsidiary of a business dominant in its field of operation, and qualified as a small business under the criteria and size standards in 13 CFR 121. Furthermore, a business is considered small according to the Small Business Administration's established guidelines provided to such businesses.
- **HUD Section 3 Business:** A business that is owned 51% or more by a Section 3 qualified person, or where 30% or more of the permanent, full-time employees of the business are Section 3 qualified persons, or where the business can provide evidence of a commitment to subcontract in excess of 25% of the amount of all subcontracts to other Section 3 certified businesses. A Section 3 qualified person must live in the City of Seattle and meet or fall below the income limits on the Section 3 Business Certification Form located at: <http://www.seattlehousing.org/business/info/ContractingWithSHA/Section3CertForm.doc>.

We look forward to doing business with you. If you have any questions about completion of the Vendor Fact Sheet, please call us at (206) 615-3379.