



VENDOR REGISTRATION

Date: _____

This form should be completed and sent to the Purchasing Department via email: purchasing@cf.edu.

A signed W-9 must be submitted with this application.

Office Use:

1. COMPANY INFORMATION

Federal Tax ID No. or Ownership SSN:			
Company Name d/b/a:			
Address:			
City:		State:	ZIP Code:
Telephone:	Ext.	Fax:	
Email:	Website:		
Person(s) authorized to sign bids and contracts:			
Title(s):			
Contact Person Name:		Title:	
Telephone No.:	Ext:	Fax:	
Email:			
Remittance Address:	City:	State:	ZIP Code:

2. TYPE OF ORGANIZATION

<input type="checkbox"/> Individual (1)	<input type="checkbox"/> Partnership (2)	<input type="checkbox"/> Non-Profit (3)	<input type="checkbox"/> Corporation (4)
Incorporated under the laws of the State of:			
If publicly traded please provide SEC Code:			

3. FLORIDA OFFICE OF SUPPLIER DEVELOPMENT (OSD) AND CERTIFIED BUSINESS ENTERPRISE (CBE)

If you are a certified business enterprise (CBE) by the Florida Office of Supplier Development (OSD), please provide the certification number and effective dates in the spaces provided below if applicable.

Check here if not applicable: ☐ Not applicable

FLORIDA OFFICE OF SUPPLIER DEVELOPMENT CODES

IMPORTANT: THIS INFORMATION MUST BE FILLED OUT OR WE CANNOT PROCESS THIS APPLICATION

Primary CBE Ownership and Designation Code _____ Woman & Veteran Owned Code _____
OSD Certified? ☐ Yes ☐ No OSD Certification No. _____ Effective Date _____ to _____

4. CONSTRUCTION CONTRACTS

Bonding Limits \$ _____ Bonding Company: _____

List largest projects completed in the last two years to which you could provide references:

	Project Name	Contact Person	Location	Contract Value	Telephone
1					
2					
3					

NOTE: If requested, contractor should be capable of providing certificates of insurance, namely Workers Compensation and/or General Commercial Liability.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. For inquiries regarding nondiscrimination policies contact the Title IX Coordinator at 352-291-4410 or compliance@cf.edu. Visit CF.edu/TitleIX for details.

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HUMAN TRAFFICKING AFFIDAVIT: In accordance with Section 287.134 of the Florida Statutes, the College is required to ensure that all vendors and contractors comply with state laws prohibiting human trafficking. As part of our commitment to ethical business practices and state compliance, we require vendors to submit a signed Human Trafficking Affidavit affirming they have not been placed on the Scrutinized Companies list for activities related to human trafficking.

I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.

1. I currently serve as (Role) _____ of (Company Name) _____.
2. (Company Name) _____ does not use coercion for labor or services as those terms defined in Florida Statute 787.06.
3. This declaration is made pursuant to Florida Statute 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.
4. Under penalties of perjury, I (Signatory Name and Title) _____ declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

CERTIFICATION

I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that in doing business with the State of Florida, my firm is in compliance with Chapter 112, Florida Statutes, conflicts of interest, and that I have disclosed the name of any state employee who owns directly or indirectly, an interest of five percent or more in the above firm or any of its branches.

****Applications not signed or dated will not be entered on the vendor database. ****

Company Name

Company DBA

Print Name

Title

Signature of Authorized Representative

Date

Incomplete applications will not be processed or returned.



COLLEGE OF CENTRAL FLORIDA NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION, USAGE AND RELEASE

Florida Statute 119.071(5) and Sections 483 and 484 of the Higher Education Act of 1965 authorize the collection, usage and release of your Social Security number by the College of Central Florida.

CF collects, uses and releases your Social Security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the college will secure your Social Security number from unauthorized access; strictly prohibit the release of your Social Security number to unauthorized parties in compliance with state and federal law; and assign a unique CF Identification number. This identification number will be used for all associated employment and educational purposes at CF. Specifically, CF collects, uses or releases a Social Security number for the following purposes:

- **Admissions**

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service. This IRS requirement makes it necessary for CF to collect the Social Security number of every student. A student may refuse to disclose their Social Security number to CF, but the IRS is then authorized to fine the student in the amount of \$50. In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulation under the Family Educational Rights and Privacy Act.

- **Continuing Education, Corporate Training**

Under Florida education reporting requirements students who enroll in Continuing Education and Corporate Training seminars are required to submit their Social Security number.

- **Financial Aid**

The Office of Financial Aid at CF requires students and parents of dependent students to submit their Social Security number on various forms in order to correctly identify applicants, match each applicant's financial aid application information and data with the institution's records, and to help coordinate state aid programs with federal and institutional aid programs.

- **Human Resources**

The Social Security number is used for legitimate business purposes for completing, processing or distributing the following: Employment Application Forms; Federal I-9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Federal W2 (Internal Revenue Service); Unemployment Insurance (Florida Department of Revenue); Florida Retirement System (Florida Department of Revenue); Workers Compensation Claims (FCSRMC and Department of Labor); Federal and State Employee and Educational Reports; Direct Deposit Files (Bank of America, ACH); 403b and 457b contribution reports; group health, life and dental coverage; completing and processing various supplemental insurance deduction reports; background checks; and payroll documents.

- **Workforce Programs**

These programs use Social Security numbers as identifiers for program enrollment and completion. Also, it is used for entering placement information into either the One Stop Management Information System or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance-based contract programs, it is required that all participants and their program related activities be recorded in the Florida state systems.

- **Miscellaneous**

The Social Security number is used for identification and verification, billings and payments, data collection, reconciliation, tracking, benefit processing and tax reporting.

- **Release Statement**

Social Security numbers may be disclosed only pursuant to Florida Statute 119.071 (6a-6h).

- **Independent Contractors**

The college collects contractors' Social Security numbers in order to file information with the Internal Revenue Service, as required and authorized by federal law.