

Instructions for the Vendor Information Form

CSU Department Requesting Vendor Payment

Note: This Form cannot be used for Chicago State University Employees, Retirees or Students.

Complete the section below entitled "To Be Completed by University" prior to sending form to the vendor. This section must be completed for the form to be processed.

Instructions for the Vendor

Step 1 -- Complete the form

You may complete this form in two ways:

- Type in your information (begin with Section 1- Tax Information). Print the form, sign it, and submit it to the address below.

OR

- Print the form first, provide your information (begin with Section 1- Tax Information), sign it, and submit to the appropriate address below

Step 2 -- Submit the Form

To help ensure the security of your tax identification information, return this form directly to:

Mail: Chicago State University

Procurement Services Dept., ADM 200
9501 S King Drive
Chicago, IL 60628

Non-Resident Aliens – Return the completed and signed W8BEN along with this Vendor Information Form to the requesting department contact listed on Page 1.



CHICAGO STATE UNIVERSITY

THIS BOX TO BE COMPLETED BY UNIVERSITY

Today's Date _____

☐ New Vendor

☐ Update Existing Vendor

Requesting Department name _____

Contact Person _____

Phone Number _____ E-mail _____

Transaction ☒ Purchase Order ☐ Invoice Voucher ☐ One Time Vendor

Add to CSU Buy ☒ Yes ☐ No

Vendor Information Form

This form **must** be completed prior to receiving payment from Chicago State University.

For assistance e-mail us at jali@csu.edu or phone (773-995-2021).

STEPS 1 THROUGH 6 MUST BE COMPLETED BY THE VENDOR

Step 1 – TAX INFORMATION

Note: Name must agree with IRS records.

Name of Individual or Business Name (if sole proprietor, please list name of owner and name of business.)

Print or Type: _____

Are you or have you ever been employed at Chicago State University? ☐ Yes ☐ No. If yes **STOP**, please obtain a clearance from the CSU Office of Human Resources for employment verification before you complete this application.

Parent Company Name (if different from above)

Print or Type: _____

Taxpayer Identification Number (TIN)

Enter Social Security Number or Employer ID Number/FEIN _____

Required: Select business classification: DUNS Number: _____

☐ Individual

☐ Corporation/Incorporated (TC)

☐ Gov Entity (TG)

☐ Sole Proprietor

☐ Med Health Care Srcs Prov (TM)

☐ Nor-for-Profit Corp (TN)

☐ LLC Sole Proprietor

☐ Real Estate Agent (TR)

☐ Tax Exempt Org (TE)

☐ LLC Partnership (TL/TP)

☐ Attorney (AT)

☐ Foreign Vendor (VF)

☐ LLC Corporation (TL/TC)

☐ Partnership (TP)

☐ Trust or Estate (TT)

Permanent Residence/ Corporate Office Address

Address _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____
E-mail _____

Payment Address (if different from above)

Address _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____
E-mail _____

Purchase Order Address (if different from above)

Address _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____
E-mail _____

Individuals: Please check the appropriate classification.

☐ U.S. Citizen

☐ Resident Alien - Must provide a copy of their permanent Resident Card when submitting this form.

☐ Non-Resident Alien - Not required to certify in Step 4, but must attach form W-8BEN.

Businesses: Please check the appropriate classification.

☐ U.S. Company

☐ Foreign Vendor with US Presence - Not required to certify in Step 4, but must attach form W-8ECI

☐ Foreign Vendor - Not required to certify in Step 4, but must attach form W-8BEN or W-8EXP where appropriate.

☐ Small Business - As defined by the State of Illinois. (30 ILCS 500/45-45) Please attach proof of registration as a small business in the State of Illinois.

Types of Goods/Services Requested and Description Required

☐ Goods

☐ Services

☐ Attorney

☐ Royalties

☐ Medical

☐ Other

Description Required: _____

Step 2 – Check what applies under Diverse Business OR Small Business

Required: Letter of certification from certifying agency when submitting this form.

Diverse Business

☐ African American (CA)

☐ Asian American (CM)

☐ Female (CW)

☐ Hispanic American (CH)

☐ Alaskan Native/ Native American (CN)

☐ Veteran (CV)

☐ Disabled (CD)

-OR-

Small Business

☐ Small business (B2)

☐ Small disadvantaged business (CE)

☐ Women-owned small business (CF)

☐ Veteran-owned small business (CG)

☐ HUBZone small business (CZ)

☐ Service-disabled veteran-owned small business (CS)

Certifying Organization

☐ DCMS (Department of Central Management Services) Business Enterprise Program (C2)

☐ CMBDC (Chicago Minority Business Development Council) (C3)*

☐ IDOT (Illinois Department of Transportation) (C4)*

☐ WBDC (Women's Business Development Center) (C5)*

☐ Other (Please Specify): _____

☐ Letter of certification from certifying agency is included with this form.

Certification Number: _____

Expiration Date: _____

Step 3—CONFLICT OF INTEREST

The following questions MUST be answered to be considered as a vendor. (select yes or no)	Yes	No
Are you or any officer, director, owner, or partner in this company a student at Chicago State University?		
Are you or any officer, director, owner, or partner in this company an employee of Chicago State University?		
Have you or any officer, director, owner, or partner in this company been a Chicago State University employee within the last 12 months?		
Is a direct family member of any of the above an employee of Chicago State University? (Direct family members include spouse, parent or minor child)		
Does any University employee have an ownership interest in your firm that exceeds 7.5%		
Have you or any officer, director, owner, or partner in this company retired from a State Agency?		

If **Yes** to any of the above, please provide the names of the individuals involved below:

Step 4 – CERTIFICATION AND SIGNATURE

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number and
2. 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 had notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).
4. I or the organization I represent will comply with the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPPA), and the regulations promulgated there under, to the extent applicable in each transaction
5. Neither the organization I represent nor any of its employees or subcontractors who may provide services pursuant to any Contract with Chicago State University is currently subject of an investigation or proceeding to exclude it as a provider under Medicare or Medicaid or under any other federal or state health care program or under any third party insurance program, nor is it currently excluded or debarred from submitting claims to Medicare or Medicaid or to any other federal or state health care program or to any third party insurer. My organization represents and warrants it has checked the U.S. General Service Administration's (GSA) Excluded Party Listing System (EPLS), which lists parties excluded from Federal procurement and non-procurement programs. The EPLS website includes GSA/EPLS, the U.S. Department of Health and Human Services (HHS) Office of Inspector General's (OIG) List of Exclude Individuals/ Entities (LEIE), and the U.S. Department of Treasury's (Treasury) Specially Designated Nationals (SDN) list. My organization also represents and warrants it has checked the Illinois Department of Public Aid (IDPA) OIG Provider Sanctions list of individuals and entities excluded from state procurement with respect to my organization's employees and agents. See the following websites: <http://epls.arnet.gov> and <http://www.state.il.us/agency/oig/search.asp>. University will terminate any contract without penalty to University if my organization becomes excluded during the life of any contract.
6. I certify that the information contained herein is correct. I understand that misrepresentation may be cause for removal from the qualified vendor list and any other penalties allowed by law.
7. If any of the vendor information on this form changes the vendor must complete a new form and check updated vendor information. The form must then be resubmitted to the address indicated at the bottom of page four of this form.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Step 5 – Vendor Information Form Additional Instructions

The University is required by Federal Law to report such payments along with SSN/FEIN to Federal and State Agencies on forms required by law. The University will not disclose a recipient's SSN or FEIN without the consent of the recipient to anyone outside the University except as mandated by law. Your failure to provide a correct name and Taxpayer Identification Number may subject your payments to 28% federal income tax withholding. If you do not provide us with information, you may be subject to a \$50 penalty imposed by IRS under section 6723. If you make a false settlement with no reasonable basis that results in no backup withholding, you are subject to \$500 civil penalty. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

W-9 Taxpayer Information

- If you use a SSN, the IRS requires that you include the name of the individual whose SSN has been entered.
- Non-profit organizations and government agencies should list your Taxpayer Identification Number as recorded with the IRS.
- Sole Proprietors: Must enter your individual name (as shown on your Social Security card) on the Name of the Individual or Business Name line as well as your business or "doing business as" name on the Business Name line.
- Business Name: Enter the name of the entity as it is listed with the IRS on the Firm SS-4, Application for Employer Identification Number. This name should be consistent with the name used on your tax returns.
- Foreign companies should complete the appropriate W8 and submit along with the Vendor Information Form to the Vendor Maintenance Department.
- Foreign Individuals should complete the W8BEN and return it directly to the University Department Contact listed at the top of this form.

Resident Alien

Resident Aliens must provide a copy of their Permanent Resident Card when submitting this form.

Non-Resident Alien

Non-Resident Aliens are not required to certify in Part IV, but must attach W-8BEN.

Foreign Vendors with US Presence

Foreign Vendors with US Presence are not required to certify in Part IV, but must attach W-8ECI

Foreign Vendors

Foreign Vendors are not required to certify in Part IV, but must attach W-8BEN or W-8EXP as appropriate.

Diverse Business

You are considered a diverse business if you meet the following criteria:

- At least 51 percent owned and controlled by persons who are minority, women or designated as disabled.
- Must be a United States Citizen or Resident Alien.
- Average annual gross sales over the last three years must be under \$31.4 million.

Small Business

You are considered a small business if you meet the following criteria:

- An Illinois business
- Annual gross sales
 - Retail/ Service less than \$6 million
 - Wholesale less than \$10 million
 - Construction less than \$10 million
 - Manufacturing less than \$10 million and less than 250 employees.

STANDARD ILLINOIS CERTIFICATIONS

Vendor acknowledges and agrees that compliance with this subsection in its entirety for the term of the contract and any renewals is a material requirement and condition of this contract. By executing this contract Vendor certifies compliance with this subsection in its entirety, and is under a continuing obligation to remain in compliance and report any non-compliance.

This subsection, in its entirety, applies to subcontractors used on this contract. Vendor shall include these Standard Illinois Certifications in any subcontract used in the performance of the contract.

A contractor or subcontractor that has entered into a contract for more than one year in duration for the initial term or any renewal term shall certify, by January 1 of each fiscal year covered by the contract after the initial fiscal year, to the applicable chief procurement officer of any changes that affect its ability to satisfy the requirements of Article 50 of the Procurement Code pertaining to eligibility for contract award. If a contractor or subcontractor is not able to truthfully certify that it continues to meet all requirements, it shall provide with its Standard Illinois Certifications a detailed explanation of the circumstances leading to the change in certification status. If a contractor or subcontractor continues to meet all requirements of this Article, it shall not be required to submit any certification or if the work under the contract has been substantially completed before contract expiration, but the contract has not yet expired. A contractor or subcontractor that makes a false statement material to the Standard Illinois Certifications is, in addition to any other penalties or consequences prescribed by law, subject to liability under the Illinois False Claims Act for submission of a false claim. 30 ILCS 500/50-2.

If the Parties determine that any certification in this section is not applicable to this contract it may be stricken without affecting the remaining subsections.

1. As part of each certification, Vendor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Illinois Certification requirements, one or more of the following sanctions will apply:
 - the contract may be void by operation of law,
 - the State may void the contract, and
 - the Vendor and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

2. Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies he/she is not in default on an educational loan. 5 ILCS 385/3.
3. Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies he/she has not received (i) an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code or (ii) an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code. 30 ILCS 105/15a; 40 ILCS 5/14-108.3; 40 ILCS 5/16-133.

4. For contracts other than construction contracts subject to the requirements of 30 ILCS 500/30-20 and 30 ILCS 500/33-10, Vendor certifies that it is a legal entity as of the date for submitting this bid, offer, or proposal. A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity to qualify as a bidder or offeror prior to submitting a bid, offer, or proposal. The legal entity must be authorized to transact business or conduct affairs in Illinois prior to execution of the contract. 30 ILCS 500/20-43.
5. For construction contracts subject to 30-20 and 33-10 of the Procurement Code, Vendor shall be registered with the Secretary of State as part of the pre-qualification process. 30 ILCS 500/20-43.
6. To the extent there was a current Vendor providing the services covered by this contract and the employees of that Vendor who provided those services are covered by a collective bargaining agreement, Vendor certifies (i) that it will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its bid or offer; and (ii) that it shall offer employment to all employees currently employed in any existing bargaining unit who perform substantially similar work to the work that will be performed pursuant to this contract. This does not apply to heating, air conditioning, plumbing and electrical service contracts. 30 ILCS 500/25-80.
7. Vendor certifies it has neither been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor made an admission of guilt of such conduct that is a matter of record. 30 ILCS 500/50-5.
8. If Vendor has been convicted of a felony, Vendor certifies at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business. 30 ILCS 500/50-10.
9. If Vendor or any officer, director, partner, or other managerial agent of Vendor has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Vendor certifies at least five years have passed since the date of the conviction. Vendor further certifies that it is not barred from being awarded a contract and acknowledges that the State shall declare the contract void if this certification is false. 30 ILCS 500/50-10.5.
10. Vendor certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10(b), 30 ILCS 500/50-10.5(e).
11. Vendor certifies that it and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt or is actively disputing or seeking resolution), and Vendor and its affiliates acknowledge the State may declare the contract void if this certification is false or if Vendor or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt. 30 ILCS 500/50-11, 50-60.
12. Vendor certifies that it and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with provisions of the Illinois Use Tax Act and acknowledges that failure to comply may result in the contract being declared void. 30 ILCS 500/50-12.

13. Vendor certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years, and is therefore not barred from being awarded a contract. 30 ILCS 500/50-14.
14. Vendor certifies it has neither paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract. 30 ILCS 500/50-25.
15. Vendor certifies it is not in violation of the "Revolving Door" provisions of the Illinois Procurement Code. 30 ILCS 500/50-30.
16. Vendor certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. 30 ILCS 500/50-38.
17. Vendor certifies that if it has hired a person required to register under the Lobbyist Registration Act to assist in obtaining any State contract, that none of the lobbyist's costs, fees, compensation, reimbursements, or other remuneration were billed to the State. 30 ILCS 500/50-38.
18. Vendor certifies it will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers, or employees of the State. 30 ILCS 500/50-40, 50-45, 50-50.
19. Vendor certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring Agency/University grants an exception. 30 ILCS 565.
20. Drug Free Workplace
 - 20.1 If Vendor employs 25 or more employees and this contract is worth more than \$5,000, Vendor certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.
 - 20.2 If Vendor is an individual and this contract is worth more than \$5,000, Vendor certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the contract. 30 ILCS 580.
21. Vendor certifies that neither Vendor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the United States. Department of Commerce. 30 ILCS 582.
22. Vendor certifies it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States. 720 ILCS 5/33 E-3, E-4.
23. Vendor certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, which include providing equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies. 775 ILCS 5/2-105.
24. Vendor certifies it does not pay dues to or reimburse or subsidize payments by its employees for any dues or fees to any "discriminating club." 775 ILCS 25/2.

25. Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor or indentured labor under penal sanction. 30 ILCS 583.
26. Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12. 30 ILCS 584.
27. Vendor certifies that any violation of the Lead Poisoning Prevention Act, as it applies to owners of residential buildings, has been mitigated. 410 ILCS 45.
28. Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Vendors and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.
29. Vendor certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this contract comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at (www.dhs.state.il.us/iitaa). 30 ILCS 587.
30. Vendor certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code. 30 ILCS 500/20-160 and 50-37. Vendor will not make a political contribution that will violate these requirements.

In accordance with section 20-160 of the Illinois Procurement Code, Vendor certifies as applicable:

☐ Vendor is not required to register as a business entity with the State Board of Elections.

or

☐ Vendor has registered with the State Board of Elections. As a registered business entity, Vendor acknowledges a continuing duty to update the registration as required by the Act.

31. Vendor certifies that if it is awarded a contract through the use of the preference required by the Procurement of Domestic Products Act, then it shall provide products pursuant to the contract or a subcontract that are manufactured in Illinois or the United States. 30 ILCS 517.
32. Vendor certifies that, for the duration of this contract it:
- will post its employment vacancies in Illinois and border states on the Department of Employment Security's IllinoisJobLink.com website or its successor system; or
 - will provide an online link to these employment vacancies so that this link is accessible through the <https://illinoisjoblink.illinois.gov/> website its successor system; or
 - is exempt from 20 ILCS 1005/1005-47 because the contract is for construction-related services as that term is defined in section 1-15.20 of the Procurement Code; or the contract is for construction and vendor

is a party to a contract with a bona fide labor organization and performs construction. 20 ILCS 1005/1005-47.

33. Vendor certifies it is not prohibited by federal agencies pursuant to a United States Department of Homeland Security Binding Operational Directive due to cybersecurity risks. 30 ILCS 500/25-90.

These certifications are signed by an authorized officer or employee on behalf of the bidder or offeror.

Name of Disclosing Entity: _____
Signature: _____ Date: _____
Printed Name: _____
Title: Phone Number: _____
Email Address: _____