

## Vendor Registration Form

**PLEASE MAKE SURE TO SIGN THIS FORM AND RETURN WITH A CURRENT W-9.**

Georgia Gwinnett College Contact: Name \_\_\_\_\_ Phone: \_\_\_\_\_

**VENDOR:** Complete and fax to: (678) 407-5671 OR Email to: [Purchasing@ggc.edu](mailto:Purchasing@ggc.edu). Questions? Please call (678) 407-5029.

Tax Exempt ___ Yes ___ No		
Name (as shown on your income tax return)	Phone Number	Fax Number
Business name/disregarded entity name (if different from above)		
Company or Organization Mailing Address (Street or P.O. Box, City, State, Zip Code)		
Contact Name and Title	E-Mail Address	
Remit to Information (if different):	Phone Number	Fax Number
Payment/Remittance (P.O. Box or Street, City, State, Zip Code)		
Contact Name and Title	E-Mail Address	

**\*NOTE: If you are providing a service to Georgia Gwinnett College valued at or over \$2,500.00, you will be required to submit a completed E-Verify Affidavit.**

**GGC's preferred method of payment is ACH. Please complete the section below to receive payment:**

Type of Account:	
Bank Name:	
Routing Number:	
Account Number:	
ACH Contact Name:	
E-mail for ACH Confirmation:	

AGREEMENT - I hereby authorize Georgia Gwinnett College (GGC) to electronically deposit all invoice payments to my account in the financial institution listed above. In the event that GGC notifies the financial institution that funds have been deposited to my account in error, I hereby authorize and direct the financial institution to return said funds to GGC as soon as possible. In the event such funds have been drawn from that account so that return of those funds by the financial institution to GGC is not possible, I agree to immediately repay any erroneous deposits to GGC. I further agree that if I do not immediately repay an erroneous deposit, I will be liable for all costs of collection, including reasonable attorney's fees incurred by GGC in the collection of such erroneous deposit, together with the maximum interest permitted by law. Furthermore, in the event of failure to repay any amounts I owe to GGC, I hereby authorize GGC to recover such amounts by deducting them from any future payments until the amounts owed are recovered in full. I understand that this authorization is to remain in effect until GGC has received written notification from me of its termination in such time and manner as to afford GGC, and the financial institution named above, a reasonable opportunity to act upon it, provided, however, that after termination I shall remain liable for any amounts owed to GGC. I certify that I am authorized to sign on behalf of my company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_  
Georgia Gwinnett College Purchasing, 1000 University Center Lane, Lawrenceville, GA 30043

**PLEASE COMPLETE THE FOLLOWING QUESTIONS CONCERNING YOUR COMPANY OR ORGANIZATION:**

**DEMOGRAPHIC INFORMATION**

**Section A:**

**Is your company a SMALL BUSINESS? \_\_\_\_\_YES \_\_\_\_\_NO**

[Small business means an independently owned and operated entity (including sole proprietorships and other unincorporated businesses) that has either fewer than one hundred (100) employees OR less than one million dollars (\$1,000,000) in gross receipts per year. (GA State Statute 50-5-121)]

**If you answered YES to the question above, please check the following reason(s) that apply:**

**Less than 100 employees      Less than \$1,000,000 in gross annual receipts**

**Section B:**

**Are you a FEMALE OWNED Business? \_\_\_\_\_YES \_\_\_\_\_NO**

[Female owned means that the business is owned or controlled by one or more female persons.]

**Section C:**

**Are you a MINORITY OWNED Business? \_\_\_\_\_YES \_\_\_\_\_NO**

[Minority owned means that the business is owned or controlled by one or more minority persons.]

**If you answered YES to the question in Section C, please complete the following:**

	<b><u>African</u> <u>American</u></b>	<b><u>Asian</u> <u>American</u></b>	<b><u>Native</u> <u>American</u></b>	<b><u>Pacific</u> <u>Islander</u></b>	<b><u>Hispanic/ Latino</u></b>
<b>Percentage of Ownership</b>	%	%	%	%	%