**UCSD Supplier Information Form Instructions**

**Purpose:** Information provided by the Supplier or Subrecipient will be used by UC San Diego to collect supplier information. IRS Form W-9 is incorporated in the Supplier Information Form to request for Tax Payer Identification Number and Certification.

All suppliers who wish to conduct business with UC San Diego must complete the form.

For more information, please refer to [Information for Suppliers](#).
To see a sample of the form [click here](#).

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**SECTION I. Request for Taxpayer Identification Number and Certification**
This section is required in lieu of providing an IRS Form W-9. Refer to the [General and Specific Instructions](#) of the IRS Form W-9 to help complete Section I.

**SECTION II. Purchasing, Billing/Payment and Classification**

A. **Residency Status**

Identify if your business/self is qualified to do business in State of California. Non-resident status is subject to withholding unless you have a Waiver of State Withholding from Franchise Tax Board. Please email or fax your waiver to purchasinginfo@ucsd.edu or 858-534-5803. For more information, refer to Franchise Tax Board filing requirements for Businesses/Individuals.

B. **Employee – Supplier Relationship Status**

Choose the status that best describes you/your company. It is University policy to keep separate an employee’s university and private interests and to safeguard the university and its employees from charges of favoritism in the acquisition of goods and services.

**What is an employee-supplier relationship?**

An employee-supplier relationship is a relationship between a UCSD employee and a proposed supplier that might create a conflict of interest. An employee-supplier relationship exists when:

- An employee proposes to rent, sell, or provide goods or services to the University.
- An employee owns or controls more than 10% interest in the vendor who proposes to rent, sell, or provide goods or services to the University.
- A former employee proposes to rent, sell, or provide goods or services to the University.
- A near relative or spouse of an employee currently provides, or is being proposed to provide, goods or services to the University.
- A near relative or spouse of an employee owns or controls more than 10% interest in the vendor who currently provides, or is being proposed to supply, goods or services to the University.

**Disclosure**

If an employee-supplier relationship exists, the department must disclose it in advance to the chief procurement officer. A careful analysis of the relationship may result in approval. The chief procurement officer has sole authority to determine if the relationship is approved, and that approval must be granted before the university may execute a contract or purchase order.
C. Dun and Bradstreet
DUNS# is a “unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 100 million businesses worldwide”. This field is required unless supplier type is individual/sole proprietor. If your business does not have a DUNS #, you can register for one at www.dnb.com.

D. Sales Tax
Indicate whether or not your business holds a California Seller’s Permit. If yes, enter the 13-character permit number. For more information, see https://www.boe.ca.gov/pdf/pub73.pdf.

E. Type of Business
Business Type – Please select one that best describes your business.
Primary Commodities – You may select up to 3 commodities. If you select other, please identify other in Description of products and services.
NAICS Code(s) – is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. Please enter all codes that are applicable. You may look up your code(s) at www.census.gov/eos/www/naics.
Description of product and services – please provide a brief description of your offering.

F. Business Website
If applicable, provide the web address of your business.

G. Purchase Order Mailing Info
Provide the mailing address and email or fax number to send your purchase orders.

H. Sales and Customer Service Contact Information
Provide the sales/customer service contact person(s) who can follow-up with order status issues, quote requests, and other sales/business information related to purchase orders.

I. Billing and Payment Information
Identify how you want your payments made out to and the address where payments are sent. UC San Diego prefers to pay suppliers with a credit card or direct deposit instead of a paper check.

J. Accounts Receivable Contact Information
Provide the contact person that can assist with invoice purchase order discrepancy and past due invoices.

K. Insurance Information
A supplier/individual must be able to provide a certificate of insurance. The University selects insurance requirements based on degree of risk as well as the dollar value of the contract. All insurance policies required shall be subject to review and approval by the University. Policy is to be endorsed to name as additional insured: “The Regents of the University of California, c/o Insurance Tracking Services, Inc. (ITS) P.O. Box 20270 Long Beach, CA 90801”. Please email a copy of your ACORD form (Insurance certificate) to UC@instracking.com. UC Policy and the suggested coverage limits are located here.

L. Persons Authorized to Commit Your Firm to a Contract
Not all individuals in an organization has authority to execute a legal contract with the University. If a business contract is executed between supplier and University, we must know the person(s) who is authorized to sign the contract.

M. Business Demographics
Select the demographic(s) that best describe your business. If you select Large Business Concern only, you are not required to complete the Small Business Validation section.

- LARGE BUSINESS CONCERN: Any organization/business with more than 500 employees
- NON-PROFIT ORGANIZATION: Any tax-exempt organization under 501(c).
- SMALL BUSINESS CONCERN: (a) The SBA establishes small business size standards on an industry-by-industry basis. (See 13 CFR 121) (b) Small business size standards are applied by-- (1) Classifying the product or service being acquired in the industry whose definition, as found in the North American Industry Classification System (NAICS) Manual (available via the Internet at
http://www.census.gov/epcd/www/naics.html) best describes the principal nature of the product or service being acquired.

- **DISADVANTAGED BUSINESS (DBE)** means an offerer that represents, as part of its offer, that it has received certification as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B; and (i) No material change in disadvantaged ownership and control has occurred since its certification; (ii) Where the concern is owned by one or more disadvantaged individuals, the net
worth of each individual upon whom the certification is based does not exceed $750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and (iii) It is identified, on the date of its representation, as a certified small disadvantaged business (SDB) concern in the database maintained by the Small Business Administration (PRO-Net);

- Definitions of business classifications for DBE are as follows:
  - Black American: All persons having origin in any of the African racial groups.
  - Native American: All persons having origins in any of the original peoples of North America, including American Indian, Alaskan Native, Aleut or Native Hawaiian.
  - Asian Pacific American: All persons whose origins are in Japan, China, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territory of the Pacific Islands, the Northern Mariana Islands, Laos, Cambodia, Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, the Federated States of Micronesia or the Philippine Islands.
  - Subcontinent Asian Americans – means United States citizens whose origins are in India, Pakistan or Bangladesh, Sri Lanka, Bhutan, or Nepal.
  - Hispanic American: All persons of Mexican, Puerto Rican, Cuban, Central, Latin or South American, Portuguese or other Spanish culture of origin.
  - WOMAN-OWNED (WBE) means a business concern (a) Which is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (b) Whose management and daily business operations are controlled by one or more women.
  - HBCU/MI: A historically Black College or University/ Minority Institution.
  - HUBZone means a historically underutilized business zone, which is an area located within one or more qualified census tracts, qualified non-metropolitan counties, or lands within the external boundaries of an Indian reservation. Businesses must be owned and controlled by one or more U.S. citizens, and at least 35% of its employees must reside in a HUBZone.
  - VETERAN-OWNED means a business concern-- (a) Which is at least 51 percent owned by one or more veterans (as defined at 38 U.S.C. 101(2)); or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans; and (b) Whose management and daily business operations are controlled by one or more veterans.
  - DISABLED VETERAN BUSINESS (DVBE) means a business concern-- (a) Which is at least 51 percent owned by one or more service disabled veterans (as defined at 38 U.S.C. 101(2)); or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more service disabled veterans as defined in 38 U.S.C. 101(16); and (b) Whose management and daily business operations are controlled by one or more service disabled veterans.
  - ALASKAN NATIVE CORPORATIONS
    - “Alaska Native Corporation (ANC)” means any Regional Corporation, Village Corporation, Urban Corporation or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act, as amended (43 U.S.C. 1601, et seq.) and which is considered a minority and economically disadvantaged concern under the criteria at 43 U.S.C. 1626(e)(1). This definition also includes ANC direct and indirect subsidiary corporations, joint ventures and partnerships that meet the requirements of 43 U.S.C. 1626(e)(2).
    - “Indian tribe” means any Indian tribe, band, group, pueblo or community, including native villages and native groups (including corporations organized by Kenai, Juneau, Sitka and Kodiak) as defined in the Alaska Native Claims Settlement Act (43 U.S.C.A.1601 et seq.), that is recognized by the federal government as eligible for services from the Bureau of Indian Affairs in accordance with 25 U.S.C.

- MINORITY OWNED BUSINESS (MBE) is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated and controlled by minority group members. “Minority group members” are United States citizens who are Asian, Black, Hispanic and Native American.

### SECTION III. Small Business Validation

This section is required if you did not select your business demographic as Large Business Concern only.

- **A. Principal Owners**
  Identify the Principal Owners of the business and percent ownership.

- **B. Business Information**
  The information provided will evaluate your business size.

- **C. Customer References**
  List one reference whom we may contact as reference for the goods/services you provide.

- **D. Business Certification**
  UC San Diego may request a copy of your registrations to validate your information.
  a. **Central Contractor Registration** (CCR) is the primary registrant database for the U.S. Federal Government. Provide the end date of your registration if applicable.
b. Online Representations and Certifications Application (ORCA) is an e-Government initiative that was
design by the Integrated Acquisition Environment (IAE) to replace the paper based Representations and
Certifications process. Provide the end date of your registration if applicable.

c. List any other certifications that you may have for your business.

SECTION IV. Certification
By submitting the form, you are certifying that your taxpayer identification and certification and information provided is
true and correct. You must be authorized by your supplier to complete this form. The person completing the form
should be a partner in the partnership, an officer of the corporation, or the individual/sole proprietor named. If any of
the information provided changes, you are responsible for notifying UCSD Procurement & Contracts at
purchasinginfo@ucsd.edu.

PRIVACY NOTIFICATIONS
Section 7(b) of the Privacy Act of 1974 (Public Law 93-5791) requires that any federal, state, or local governmental
agency which requests an individual to disclose his social security account number shall inform that individual whether
that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses
will be made of it.

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the
State must provide their Taxpayer Identification Number (TIN) as required by the State Revenue and Taxation Code,
Section 18646 to facilitate tax compliance enforcement activities and to facilitate compliance enforcement activities and
to facilitate the preparation of Form 1099 and other information returns as required by the Internal Revenue Code,
Section 6109. The TIN for individual and sole proprietorships is the Social Security Number (SSN).

It is mandatory to furnish the information requested. Federal law requires that payments for which the requested
information is not provided be subject to a 31% withholding and state law imposes noncompliance penalties of up to
$20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right,
please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact
business.

Please call the Department of Finance, Fiscal Systems and Consulting Unit at (916) 324-0385 if you have any questions
regarding this Privacy Statement. Questions related to residency or withholding should be referred to the telephone
numbers listed above. All other questions should be referred to the requesting agency listed in Section 1.
Supplier Information Form

Purpose: Information contained in this form will be used by UC San Diego to collect supplier information. IRS Form W-9 is incorporated in this form to request for Taxpayer Identification Number and Certification.

To avoid processing delays, please properly complete the form. Improperly completed forms will be returned to the supplier to resubmit. Please read the instructions before completing the form.

Fields marked * are required for submission.

I. Request for Taxpayer Identification Number and Certification

This section is required in lieu of providing an IRS Form W-9. Refer to the General instructions to help complete Section I.

Supplier Name

Person or Sole Proprietor: *

First Name

Last Name

Business Name or DBA: *

(If different from above)

Supplier Type

Individual/Sole Proprietor - U.S. Citizen

Individual/Sole Proprietor - Non-U.S. Citizen

Partnership

Corporation

Tax-exempt (tax identification number)

Limited Liability Company (LLC)

Foreign Citizenship

Taxpayer Identification Number (TIN)

Federal Employer Identification Number (FEIN)

Social Security Number

For Individual or Sole Proprietor - REQUIRED by authority of the revenue and taxation code section (TM86)

Backup Witholding Status

Exempt Payee Code, if any

Exempt from FATCA reporting code, if any

Note: Government, federal, state, & local entities and corporations are exempt from backup withholding. Generally, individuals (including sole proprietors) are not exempt. See separate list on page 3 of IRS instruction.

Supplier Permanent Address (used for tax reporting purposes)

Street Address/ Suite *

City *

State - Choose One *

ZIP Code *

Country *

United States

Canada Province - Choose One *

Other

II. Purchasing, Remit Payment and Classification

Residency Status

California Resident * Yes No

Guarantee to do business in California or maintain a permanent place of business in California.

Employee-Supplier Relationship status

Employee-Supplier Relationship *

UCSD Employee

Former UCSD Employee

Relative of a UCSD Employee

UC Employee (Non-UCSD)

Relative of a UC Employee (Non-UCSD)

UC Retiree

No Relationship

Supplier affirms that to the best of their knowledge there exists no actual or potential conflict of interest between Contractor's family, business or financial interests and UCSD. In the event of change in Contractor's private interest that has potential for conflict of interest, Contractor will promptly notify UCSD.

If a supplier relationship exists, you must complete the disclosure form and provide to the purchasing department.

Dun & Bradstreet

DUNS # *

Please enter unique only required for Partnership, Corporation, Non-Profit, LLC, and Foreign Ownership

I do not have a DUNS number * (For more information: www.dnb.com)

Sales Tax

Does your company have a California Seller's Permit? * Yes No

For the appropriate code California Seller's Permit Information: http://www.ca.gov/taxs477.pdf

Type of Business

Primary Type of Business *

Manufacturer

Distributor

Dealer
Supplier Information Form Continued

Fields marked * are required for submission.

Insurance Information

Do you have insurance? [ ] Yes [ ] No

If yes, please submit a current copy of your ADP/ERISA insurance certificate to UC@nicetaking.com. Include company name in the subject line or body of the message with attachments. For general and insurance claims, please contact the UC/Terms and Conditions of Insurance.

Persons Authorized to Commit Your Firm to a Contract

[ ] Same as Individual/Proprietor listed in Section I

Name*

Job Title*

E-mail*

Phone*

Name

Job Title

E-mail

Phone

Persons/Sole Proprietors can skip Business Demographics and section II, Small Business Validation. Please go directly to section IV, Certification.

Business Demographics

Check at least one box if your company is 91% or more owned by any of the following:

[ ] Large Business Concern
[ ] Non-Profit Organization
[ ] Small Business Concern
[ ] Small Disadvantaged Business Concern
[ ] Woman-Owned Business Concern
[ ] Historically Black Colleges and Universities
[ ] HUBZone Small Business Concern
[ ] Veteran-Owned Business Concern
[ ] Service-Disabled Veteran-Owned Business Concern

Persons/Sole Proprietors can skip Business Demographics and section II, Small Business Validation. Please go directly to section IV, Certification.

Business Demographics

Check at least one box if your company is 91% or more owned by any of the following:

[ ] Large Business Concern
[ ] Non-Profit Organization
[ ] Small Business Concern
[ ] Small Disadvantaged Business Concern
[ ] Woman-Owned Business Concern
[ ] Historically Black Colleges and Universities
[ ] HUBZone Small Business Concern
[ ] Veteran-Owned Business Concern
[ ] Service-Disabled Veteran-Owned Business Concern

Persons/Sole Proprietors can skip Business Demographics and section II, Small Business Validation. Please go directly to section IV, Certification.

Business Demographics

Check at least one box if your company is 91% or more owned by any of the following:

[ ] Large Business Concern
[ ] Non-Profit Organization
[ ] Small Business Concern
[ ] Small Disadvantaged Business Concern
[ ] Woman-Owned Business Concern
[ ] Historically Black Colleges and Universities
[ ] HUBZone Small Business Concern
[ ] Veteran-Owned Business Concern
[ ] Service-Disabled Veteran-Owned Business Concern

Persons/Sole Proprietors can skip Business Demographics and section II, Small Business Validation. Please go directly to section IV, Certification.

For information on business size, please see the United States Small Business Administration guidelines.

III. Small Business Validation

It is the policy of the University of California, consistent with State and Federal law, to ensure that all businesses have equal access to business contracting opportunities at the University. (2015-4, Part D, see Policies and Procedures).

Any person who makes a firm's status as a small or disadvantaged business in order to obtain a contract shall: (1) be punished by imposition of fine, imprisonment, or both; (2) be subject to administrative remedies, including suspension and debarment; and (3) be ineligible for participation in future contracts. (See 2015-4, Part D, see Policies and Procedures).

Principal Owners

Name*

Job Title*

Gender [ ] Male [ ] Female

Ethnicity [ ] American Indian [ ] Asian [ ] Black [ ] Hispanic [ ] White [ ] Multiple/Mixed Ethnicities (other than one of the preceding)

Percent Ownership

Name*

Job Title*

Gender [ ] Male [ ] Female

Ethnicity [ ] American Indian [ ] Asian [ ] Black [ ] Hispanic [ ] White [ ] Multiple/Mixed Ethnicities (other than one of the preceding)

Percent Ownership

Customer References

Customer Name
IV. Certification

Taxpayer Identification and Certification:

Under penalties of perjury, I certify that:

1. The taxpayer identification number (TIN) provided on the form is correct.
2. I am not subject to backup withholding because I am:
   (a) Exempt from backup withholding;
   (b) Not required to file a tax return for the most recent tax year;
   (c) A covered entity on whose behalf the requesting party is required to file returns;
   (d) A designated payee; or
3. I am a U.S. citizen or other U.S. person (defined in Digital Instructions).

By submitting this form, you are providing your electronic signature and certifying that the information provided in this form is true and correct. If any of the information on this form is changed, you will be responsible for advising UCSD Procurement & Contracts.

Authorized Supplier's Representative Submitting the Form:

[ ] Same as Individual Name Provide listed in Section I

Submitted By:

[ ] Job Title

Contact Phone Number:

[ ] 10 digit phone number

Contact email:

If your submission transfers successfully, you will receive a confirmation email immediately upon completion. You may preview your submission or submit the form now.

[ ] Back [ ] Preview [ ] Submit

Interested in Requests for Information, Quotes or Proposals (RFIs, RFOs, RFPs)?

Please register with our [BIDlink Sourcing Portal].