

RALEIGH COUNTY BOARD of EDUCATION  
PURCHASING DIVISION

# VENDOR REGISTRATION AND DISCLOSURE STATEMENT

Before a vendor is eligible to sell goods and/or services to the Raleigh County Board of Education, the Raleigh County Board of Education requires all vendors to have on file with the Raleigh County Purchasing Department a completed Vendor Registration and Disclosure Statement. All vendors wishing to participate in the competitive bid process and receive purchase orders from the Raleigh County Board of Education exceeding one thousand dollars (\$1,000) are required to complete the Vendor Registration and Disclosure Statement . Please complete this form in its **ENTIRETY** and return it to the Raleigh County Board of Education Purchasing Department. Incomplete forms will not be processed and will be returned to the vendor. Please send completed form and payment to:

**Purchasing Department - Vendor Registration**  
**2001 South Kanawha Street**  
**Beckley, WV 25801**

Whenever a change occurs in the information submitted, such change shall be reported immediately in the same manner as required in the original disclosure statement.

**Privacy Notice:** The Purchasing Department is required to collect certain information pertaining to vendors, the Vendor Registration and Disclosure Statement forms, and other documents to facilitate the bidding and contract administration processes. This information is stored in a secure environment, but unless specifically protected under state law, any information provided may be inspected by or disclosed to the public.

If you have any questions concerning this Vendor Registration and Disclosure Statement, please contact the Purchasing Department at (304) 256-4660, ext: 221.

**PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION**  
*To Be Completed by the Vendor and Returned to the Purchasing Division*

1. Legal Name of Company/Individual

\_\_\_\_\_

Bidding Address

\_\_\_\_\_

City/State/Zip

\_\_\_\_\_

Contact Person

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Fax Number

Vendor Classified As:

2. Individual

Estate/Trust

Sole Proprietor

Partnership

Non-Profit Organization  
Corporation

□ Limited Liability Company(LLC)

Governmental Entity

Other (Explain) \_\_\_\_\_

*tax classification: D=Disregarded Entity; C=Corporation; P=Partnership] \_\_\_\_\_*

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3. If you have a Federal Employer's Identification Number, enter it. All partnerships, corporations, or companies with employees must have an FEIN.

For individuals with no FEIN, enter Social Security number.

5. Are you registering as a new vendor with the Purchasing Division?                      **No**                      **Yes**

6. Are you updating the information previously submitted?                                      **No**                      **Yes**

7. Are you completing this form to register a branch/division/subsidiary?                      **No**                      **Yes**

*If yes, please list the parent company's name, address, and FEIN.*

**Company Name:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**FEIN:**

\_\_\_\_\_

8. Has the vendor done business under another name? If so, list the name and address under which the business was conducted.

**Name**

**Street Address, City, and State**

\_\_\_\_\_

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9. List the name, title, city and state of residence for all owners/officers.

If the vendor is an **individual**, list his or her name and city and state of residence, and, if he or she has associates or partners sharing in his or her business, list their names and city and state of residence. If the vendor is a **firm**, list the name and city and state of residence of each member, partner or associate of the firm. If the vendor is a **corporation** created under the laws of this state or authorized to do business in this state, list the names and city and state of residence of the president, vice president, secretary, treasurer and general manager, if any, of the corporation; and the names and city and state of residence of each stockholder of the corporation owning or holding at least ten percent of the capital stock thereof.

Attach an additional sheet if space is needed.

Name	Position	City and State of Residence

If the vendor has only one owner/officer, list the name, position, and city and state of residence above and please initial here:

10. List the name and telephone number of one or more banking institutions to serve as reference for the vendor.

11. What is the latest Dun & Bradstreet number and rating on the vendor *(if available)*?

12. Is the vendor acting as an agent for some other individual, firm or corporation? If yes, attach statement of the principal authorizing such representation.  **No**       **Yes**

As authorized agent of the vendor named herein, I do solemnly swear that the above information is true and complete, in accordance with **WV Code §5A-3-12(e)**.

**PURCHASING DIVISION USE ONLY**

Vendor ID: \*

*Vendor Signature*

Memo No. :

*Title*

Date:

*Date*

Entered by: