

Please complete this Vendor Information Request along with the attached W-9 form.
Email, mail, or fax to the Illinois Valley Community College Purchasing Department, using the information below.



Illinois Valley Community College

Purchasing Department
815 N. Orlando Smith Road, Oglesby, IL 61348

Phone: 815-224-0417
Fax: 815-224-0294
E-Mail: Purchasing@ivcc.edu

SECTION 1: VENDOR INFORMATION

Your Company Identification Number (FEIN): _____

Legal Business or Individual Name _____

Parent Company Name (if different than above) _____

Physical Address	City	State	Zip
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Purchasing Contact Name	PO Telephone: <small>Business, Cell, or Home</small>	PO E-Mail Address
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Remittance Address, if different than above	City	State	Zip
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Accounts Receivable Contact Name	AR Telephone	AR E-Mail Address
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Type of product or services your company provides: _____

Name of person at IVCC requesting this information: _____

Mark this checkbox if the social security number listed on the IRS W-9/W-8 form for the above named business is that of a current Illinois Valley Community College student.

SECTION 2: ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES BUSINESS ENTERPRISE PROGRAM CLASSIFICATION

African American Male Business (AAM)	Native American/Alaskan Native Male Business (NAM)
African American Female Business (AAF)	Native American/Alaskan Native Female Business (NAF)
Hispanic American Male Business (HAM)	Caucasian Female Business (CFB)
Hispanic American Female Business (HAF)	Persons with Disabilities Enterprise (PBE)
Asian American Male Business (ASM)	Veteran Owned Business Enterprise (VBE)
Asian American Female Business (ASF)	Sheltered Workshop (SWS)

SECTION 3: VENDOR CLASSIFICATION

Individuals: Please select the appropriate classification

U.S. Citizen
Please attach W-9 Form

U.S. Resident
Please attach W-9 Form

Non Resident Alien
Please attach W-8BEN Form

Businesses: Please select the appropriate classification

U.S. Citizen
Please attach W-9 Form

Foreign Vendor *with* U.S. Presence
Please attach W-8ECI Form

Foreign Vendor
Please attach W-8BEN-E or W-8EXP Form