



## Supplier Registration Form

### For U.S. Individuals and Business Entities

#### Instructions

This form must be completed and submitted to Caltech Supplier Management. The information is required to add your business to Caltech's supplier database and payment systems. Upload the completed form to: <https://pdropbox.caltech.edu>

**\*\*\*Suppliers with incomplete/missing forms cannot be added to Caltech's supplier database.\*\*\***

#### 1. Supplier/Payee Information

<b>Legal Name</b> <i>(as registered with the IRS)</i>		
<b>Business Name/DBA</b> <i>(if different from above)</i>		
<b>Mailing Address</b>		
<b>Website/URL</b>		
<b>Phone</b>		<b>Fax</b>
<b>PO/Sales Contact</b>		
<b>Name</b>		<b>Phone</b>
<b>PO Address</b> <i>(if different from above)</i>		
<b>Email</b>		
<b>Accounts Receivable Contact</b> <i>(if different from above)</i>		
<b>Name</b>		<b>Phone</b>
<b>Remittance Address</b> <i>(if different from above)</i>		
<b>Email</b>		

#### 2. Payment Method/Terms

**Direct Deposit (Net 55)      Check (Net 55)      e-Pay-virtual credit card (Net 15)**

#### 3. Business Information

I am not a resident of California but registered with the CA Secretary of State (SOS) to do business in the State. **Submit CA FTB Form 590.**

<b>Primary NAICS Code:</b> <a href="https://www.census.gov/naics/">https://www.census.gov/naics/</a>	
<b>DUNS Number</b>	I do not have a DUNS Number
<b>UEI Number</b>	I do not have a UEI Number

4. Type of Service or Payment			
Goods	Services	Goods/Services	Legal/Attorney
Rent/Lease	Consultant	Medical Services	Software
Human Subject	Other		
5. California Sales & Use Tax Information			
I am a CA supplier and collect sales tax in CA. <b>CA Seller's Permit Number:</b>			
I am not a CA supplier but registered with the CDTFA to collect sales tax in CA. <b>CA Seller's Permit Number:</b>			
I am not a CA supplier and I am not registered to collect sales tax in CA. I do not have a CA Seller's Permit.			
6. Small Business Classification <i>(complete A-D)</i>			
As a recipient of government funding, Caltech is required to collect and report information on suppliers classified as Small Business or Diversity Supplier. Additional information: <a href="https://www.sba.gov/">https://www.sba.gov/</a>			
<b>A:</b> Women-Owned			
<b>B:</b> Business Size			
VOSB (Veteran-Owned)		SDVOSB (Service-Disabled Veteran-Owned)	
HUBZone (Historically Under-utilized)		SDB (Small Disadvantaged Business)	
HBCU (Historically Black College/Univ)		MI (Minority Institution)	
<b>C:</b> Minority-Owned			
African American	Asian Pacific American	Hispanic American	
Native American	Native Hawaiian	Alaskan Native/Corp	
Other Minority: Minority Description			
Certifying Agency			
Certificate Number			
<b>D:</b> Self-Certified: I am a Small Business/Diversity Supplier but not officially registered with a Federal or State agency.      Yes      No			
7. Certification and Signature			
I certify that all information provided on this form is true and accurate to the best of my knowledge and I am authorized to complete this form.			
<b>Name</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	