



## VENDOR REGISTRATION FORM

### INSTRUCTIONS FOR COMPLETING VENDOR REGISTRATION FORM

The following information relates specifically to each entry of the Vendor Registration Form.

1. Provide your firm's legal name and address. For a proprietor, this would be the firm's full name. For corporations, this would be the name as registered with the State where incorporated. In addition, provide in the indicated area any "Trade Name" or "D/B/A" under which you may be operating.
2. Enter the Taxpayer Identification Number for the entity identified in Section #1. Corporations must enter their Federal Employer Identification Number and check the box marked "FID#". If the registrant does not have a Federal Identification Number, the Social Security Number of a principal of the firm should be entered and the box marked "SS#" should be checked.
3. Enter the main telephone number, fax and e-mail address for the business.
4. Check a type of organization. For corporations, include State of incorporation.
5. If you have checked "No" and would like more information, contact the Department of Economic Development at (518) 474-0375 or (800) 782-8369.
6. Please consult the Commodity Code Listing in TAP-306 and list in this section those goods and services that your firm can supply to the Authority. Select only the relevant code(s). Be advised that failure to respond to three consecutive solicitations for a particular good or service may result in the removal of your firm's name from the mailing list for the applicable commodity.