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New York State Thruway Authority • New York State Canal Corporation

Bureau of Purchasing PO Box 189 Albany, NY 12001-0189 Phone: 518-436-2736





VENDOR REGISTRATION FORM

Please read instructions on Page 2.

All fields must be completed to	allow us to	process your info	rmation.	
1. Firm Name			2. Taxpayer ID. No.	☐ FID# or ☐ SS#
Trade Name or D/B/A			3. Phone Number:	
			() -	
Address			Fax Number:	
			() -	
City	State	Zip Code	E-mail Address	
		-		
4. Type of Organization (Check one box only)				
☐ INDIVIDUAL ☐ PARTN	IERSHIP	☐ CORPORATION	State of Incorporation	
Is your company independer If No, indicate parent compa			☐ Yes ☐ No	
Parent Company Name			City, State, Zip Code	
5. Is your firm certified by NYS as a Minority or Women Owned Business Enterprise?				
If No, do you request that your firm name be forwarded to the certifying office?				
6. Coding for goods or services provided by your firm: Select from the Commodity Code Listing (located in TAP-306, Doing Business with the New York State Thruway Authority and New York State Canal Corporation) those goods or services which your firm provides. Enter the corresponding codes in the space provided below. If additional space is required, please attach a list.				
COMMODITY CODE	COMMO	DDITY CODE	COMMODITY CODE	COMMODITY CODE
Name (Last, First, MI)		-	Title	
	Signatur	re		Date
1				

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.