



# Smithsonian Institution Vendor Enrollment

<b>Vendor Action</b>	<b>Create NEW</b>		<b>Change Existing Vendor #</b>	
<b>Vendor Type</b> (Check One)	<b>Supplier</b>		<b>Other Government Agency</b>	
<b>Vendor Name</b>			<b>TIN/TIN or SSN</b>	
<b>Short Name</b>	(May be changed by OC)		<b>DUNS #</b>	
<b>REMIT TO ADDRESS (for check disbursements ONLY).</b>				
<b>NOTE to Vendor: check disbursement may delay receipt of payment.</b>				
<b>Remit To Address</b>				
<b>City</b>		<b>State</b>		<b>Zip</b>
<b>Contact Name</b>		<b>Phone</b>		
<b>Email</b>		<b>FAX</b>		
<b>Buy From Address</b>				
<b>Buy From Address</b>				
<b>City</b>		<b>State</b>		<b>Zip</b>
<b>Contact Name</b>		<b>Phone</b>		
<b>Email</b>		<b>FAX</b>		
<b>Business Mailing Address</b>				
<b>Business Address</b>				
<b>City</b>		<b>State</b>		<b>Zip</b>
<b>Contact Name</b>		<b>Phone</b>		
<b>Email</b>		<b>FAX</b>		
<b>Business Type (check all that apply)</b>				
<input type="checkbox"/>	8(a) Program Participant	<input type="checkbox"/>	Construction Firm	<input type="checkbox"/>
<input type="checkbox"/>	American Indian Owned	<input type="checkbox"/>	Educational Institution	<input type="checkbox"/>
<input type="checkbox"/>	HUB Zone Firm (*See note below)	<input type="checkbox"/>	Emerging Small Business	<input type="checkbox"/>
<input type="checkbox"/>	Minority Owned Business	<input type="checkbox"/>	Foreign Supplier	<input type="checkbox"/>
<input type="checkbox"/>	Large Business	<input type="checkbox"/>	Historically Black College/Univ	<input type="checkbox"/>
<input type="checkbox"/>	Small Business	<input type="checkbox"/>	Labor Surplus Area Firm	<input type="checkbox"/>
<input type="checkbox"/>	Small Disadvantaged Business	<input type="checkbox"/>	Limited Liability Company	<input type="checkbox"/>
<input type="checkbox"/>	Woman Owned Business	<input type="checkbox"/>	Manufacturer of Goods	<input type="checkbox"/>
<input type="checkbox"/>	Veteran Owned Business	<input type="checkbox"/>	Minority Institution	<input type="checkbox"/>
<input type="checkbox"/>	Service Disabled Veteran Owned	<input type="checkbox"/>		<input type="checkbox"/>
<i>(*Note: HUB Zone Firm is a Historically Underutilized Business Zone Firm.)</i>				
<b>Minority Owned Business Specific Types</b>				
<input type="checkbox"/>	Subcontinent Asian (Asian-Indian) American Owned	<input type="checkbox"/>	Asian-Pacific American Owned	<input type="checkbox"/>
<input type="checkbox"/>	Hispanic American Owned	<input type="checkbox"/>	Native American Owned	<input type="checkbox"/>
<b>TAX and Withholding Information (check one)</b>				
<b>1099 Recipient</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1042 Recipient</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>1099 Code</b> (check one)	<input type="checkbox"/> Rents	<input type="checkbox"/> Royalties	<input type="checkbox"/> Prizes and Awards	<input type="checkbox"/> Health Care <input type="checkbox"/> Non-employee Compensation
<b>Federal Taxes will be withheld for Vendors without TIN/ITINS doing business in the U.S.</b>				
<b>Withholding Tax Rate</b>		<b>Exempt Code</b>		<b>Country Code</b>
<b>REQUIRED</b>				
<b>Vendor Authorized Signer Name</b>				<b>Phone</b>
<b>Title</b>				
<b>Vendor Signature</b>	X _____			
<b>SMITHSONIAN INSTITUTION USE ONLY</b>				
<b>SI Unit Contact Name:</b>		<b>DEPT ID</b>		<b>Phone</b>
<b>Special Instructions to OC</b>				