



Name:

Company Name DBA

Customer Number assigned to SFSU

Address: If address listed on page 1 is the only address, skip down to Terms.

Purchase Order/Bid Address

PO Phone & Fax Numbers

E-mail & Internet Address

Remittance Address (if different)

A/R Phone & Fax (if different)

Terms: SFSU standard terms are Net 30 unless payment discount offered.

Payment Terms: FOB: Destination Ship Point

Ship Method: Freight Terms: Prepaid and Add Prepaid and Allowed

Contractor's License Number

Certification: My business is certified by the State of California's Office of Small Business Certification and Resources (OSBCR) as:

Disabled Veteran Owned Business Small___ Micro___ Business (Select One)

Certification Number _____ Certification # _____

Gender/Ethnicity: The completion of this section is strictly voluntary. The ownership of my business is (minimum 51% ownership):

Asian-Indian - Person whose origins are from India, Pakistan or Bangladesh.

Black - Person whose origins are from any of the black racial groups of Africa.

Hispanic - Person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture of origin.

Native American - An American Indian, Eskimo, Aleut, or Native Hawaiian

Pacific-Asian - Person whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, Philippines, Samoa, or Guam.

Other - Any other group of natural persons identified as minorities.

Gender: Female Male

Contact:

PO/Bid Contact Name/Title

PO Contact Phone & Fax (if different than above)

PO Contact E-mail (if different than above)

A/R Contact Name/Title

A/R Contact Phone & Fax (if different than above)

ARE YOU A RESIDENT OR A NONRESIDENT?

Each corporation, individual/sole proprietor, partnerships, estate or trust doing business with the State of California must indicate their residency status along with their vendor identification number.

A **corporation** will be considered a "resident" if it has a permanent place of business in California. The corporation has a permanent place of business in California if it is organized and existing under the laws of this state or, if a foreign corporation has qualified to transact intrastate business. A corporation that has not qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in this state only if it maintains a permanent office in this state that is permanently staffed by its employees.

For **individuals/sole proprietors**, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose which will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For withholding purposes, a **partnership** is considered a resident partnership if it has a permanent place of business in California. An **estate** is considered a California estate if the decedent was a California resident at the time of death and a **trust** is considered a California trust if at least one trustee is a California resident.

More information on residency status can be obtained by calling the Franchise Tax Board at the numbers listed below:

- From within the United States, call1-800-852-5711
- From outside the United States, call1-916-854-6500
- From hearing impaired with TDD, call 1-800-822-6568

PRIVACY STATEMENT

Section 7(b) of the Privacy Act of 1974 (Public Law 93-5791) requires that any federal, state, or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State must provide their Taxpayer Identification Number (TIN) as required by the State Revenue and Taxation Code, Section 18646 to facilitate tax compliance enforcement activities and to facilitate the preparation of Form 1099 and other information returns as required by the Internal Revenue Code, Section 6109. The TIN for individual and sole proprietorships is the Social Security Number (SSN).

It is mandatory to furnish the information requested. Federal law requires that payments for which the requested information is not provided be subject to a 31 % withholding and state law imposes noncompliance penalties of up to \$20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact business.

Please call the Department of Finance, Fiscal Systems and Consulting Unit at (916) 324-0385 if you have any questions regarding this Privacy Statement. Questions related to residency or withholding should be referred to the telephone numbers listed above. All other questions should be referred to the requesting agency listed in Section 1.

ARE YOU SUBJECT TO NONRESIDENT WITHHOLDING?

Payments made to nonresident vendors, including corporations, individuals, partnerships, estates and trusts, are subject to withholding. Nonresident vendors performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the vendor are \$1500 or less for the calendar year.

A nonresident vendor may request that income taxes be withheld at a lower rate or waived by sending a completed form FTB 588 to the address listed below. A waiver will generally be granted when a vendor has a history of filing California returns and making timely estimated payments. If the vendor activity is carried on outside of California or partially outside of California, a waiver or reduced withholding rate may be granted. For more information, contact:

Franchise Tax Board
Withhold at Source Unit
Attention: State Agency Withholding Coordinator
P.O. Box 651
Sacramento, CA 95812-0651
Telephone: (916) 369-4900
FAX: (916) 369-4831

If a reduced rate of withholding or waiver has been authorized by the Franchise Tax Board, attach a copy to this form.