

New Vendor Checklist

When requesting a new vendor the following information is required*:

- **W9 form** – a completed W9 on the current form
- **Invoice or quote** – please provide this so we can enter the correct remit address.
- **Vendor Contact information** – if you receive the W9 via email please forward the email.
 - Name
 - Title
 - Phone
 - Email
- **ACH Payment** – Would the vendor be interested in receiving payment via ACH – Yes or No?
- **Minority Business Company Status** per IL P.A. 102-0265 (indicate all that apply)
This is a statutory requirement and MUST be provided.
 - Certified Small Business – meets certification requirements as a small business under SBA standards. More information and definitions can be found at www.sba.gov
 - Minority-Owned Business – A business which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily operations of which are controlled by one or more of the minority individuals who own it.
 - Women-Owned Business – A business which is at least 51% owned by one or more women, or in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily operations of which are controlled by one or more of the women who own it.
 - Veteran-Owned Small Business – A small business (i) that is at least 51% owned by one or more qualified veterans living in Illinois or, in the case of a corporation, at least 51% of the stock of which is owned by one or more qualified veterans living in Illinois; (ii) that has its home office in Illinois; and (iii) for which items (i) and (ii) are factually verified annually by the Commission on Equality and Inclusion.
 - Does Not Apply.

* Election workers and One Time Vendor type are exempt from these requirements.