



# Vendor Registration and Disclosure Statement

All new vendors must complete the following information. This form must also be completed when vendor changes occur. Once completed, this form together with a completed **W-9 form** and a copy of a **valid WV Business License** should be emailed to [finance.jefferson@k12.wv.us](mailto:finance.jefferson@k12.wv.us) or via U.S. mail to **Jefferson County Schools, Finance Department, 110 Mordington Avenue, Charles Town, West Virginia 25414.**

VENDOR INFORMATION: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

Name of Sales Representative: \_\_\_\_\_

We accept VISA/Mastercard as a method of payment (must check one)    yes\_\_\_    no\_\_\_

List any employee employed by Jefferson County Schools (or spouse or dependent of such employee) who is an officer, director, employee, stockholder, or owner of any interest in the business of the vendor. If **NONE**, so state.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**PRIMARY BUSINESS (CHECK ONE):**

- Distributor     Wholesaler     Contractor     Services     Retailer     Manufacturer
- Other \_\_\_\_\_

**All Contracts must be signed by the Superintendent and have a completed WV-96 Form attached.**

Completion of this form, properly signed, attests that all sales agreements will be in all respects, fair and without collusion or fraud, and further attests that no member, employee, or official of the Jefferson County Board of Education has a direct or indirect interest as a partner, stockholder holding more than 10% of the total-issue, or in any other manner in any business that may be conducted.

I certify that my company is not suspended or debarred by the state and/or federal government.

\_\_\_\_\_  
(Officer's/Owner's Signature)

Jefferson County Schools Use Only:

JLT Member Authorization: \_\_\_\_\_ DATE: \_\_\_\_\_

NEW VENDOR                       UPDATE

Please choose the appropriate category for the new vendor to be added. Due to HB206 passing, it is required to mark all vendors with the appropriate vendor category code. FERPA vendors related to Family Educational Rights and Privacy Act, PRIV for all staff members, PUBLIC for all vendors information that can be disclosed publicly.

FERPA                       PRIV                       PUBLIC

VENDOR NUMBER \_\_\_\_\_ DATE: \_\_\_\_\_