



NEW VENDOR FORM

Bainbridge College must have the following information to allow payments to a company or individual. Please complete and return this form to the Purchasing Department. Our fax number is (229) 248-2559 or mail this form to us: Attn: Purchasing, Bainbridge College, 2500 E Shotwell Street, Bainbridge Ga 39819.

Company or Individual Name: _____

Business Type: **(check one type)**

a. Corporation _____ Employer Identification Number Only

b. Partnership _____ or _____
Social Security Number Employer Identification Number

c. Sole Proprietorship/Individual
_____ and _____
Social Security Number Only Owner's name as appears on Social Security Card

d. Government Agency _____ Employer Identification Number Only

Ordering Address: _____

Payment Address:(If different than above)

Standard Payment Terms: Net 30 days or Other Terms: _____

Is the company owned by an American citizen? Yes No

Can your Company be classified as a Small Business? A Small Business is defined as an independently owned and operated entity that has either fewer than on hundred (100) employees or less than one million dollars (\$1,000,000) in gross receipts per year. (State Statute 50-5-121)

- No Yes, check the following reason (s) that apply:
- Less than 100 employees
- Less than \$1,000,000 in gross annual receipts.

Can your company be classified as a Minority Owned Business? A Minority Owned Business is defined as a business that is 51% owned or controlled by one or more minority persons.

- No Yes, indicate below if your firm is 51% owned or controlled by one or more of the groups listed:
- % African American % Hispanic/Latino % Native American
- % Asian American % Pacific Islander

Name (Print)

Title

Signature

Phone #

