



Early Learning Coalition of Orange County, Inc.
Vendor Registration Form



Please carefully review and complete this registration form and the accompanying IRS W-9 form. The requested information is necessary to register individuals and entities with the Coalition that are to provide goods and/or services and require payment as reimbursement. Once completed, the forms may be returned to the ELCO via e-mail to jlopez@elcoc.org, fax at 407-749-0282, and/or mail to the address provided near the bottom of the form. For verification purposes, it is important that the information on this form match that provided on the accompanying W-9.

Legal Name: _____
Business Name/DBA (If Different): _____

Physical Contact Information:	Billing Contact Information (If Different) :
Address: _____	_____
City, State Zip: _____	_____
Phone: _____	_____
Fax: _____	_____
Contact Person: _____	Entity Type:
Contact Title: _____	<input type="checkbox"/> Sole Proprietor
Contact E-mail: _____	<input type="checkbox"/> Partnership
Owner/Director: _____	<input type="checkbox"/> Corporation
Date Established: _____	<input type="checkbox"/> LLC
State of Incorporation: _____	<input type="checkbox"/> Other: _____
Invoice Billing Terms: <input type="checkbox"/> Net 15 <input type="checkbox"/> Net 30 <input type="checkbox"/> Net _____	

Are you certified as a Minority Business Enterprise? * _____
Do you provide discounts to non-profit organizations? * _____
Will you donate materials to non-profit organizations? * _____
Products and/or services provided: _____
* If "yes" - please provide verification or informative documents.

Certification:
I, the undersigned, hereby certify that the information in this application is a full, true, and complete statement of facts. I understand that if I do not provide a complete W-9 statement payments will be subject to backup withholding per IRS form W-9 instructions.

Authorized Signature: _____ Date: _____
Printed Name: _____ Title: _____

ELCOC Procurement Department
W-9 Complete: _____
SAM.gov Check: _____
CMBE Check: _____

Vendor Registration Packet Mailing Address
Early Learning Coalition of Orange County
Attn: Procurement Support Specialist
PO Box 540387
Orlando, FL 32854

Notes: _____

FREE PREKINDERGARTEN FOR YOUR FOUR YEAR OLD: If you live in Florida and have a child who turned 4 years of age by September 1st, your child is eligible for Florida's FREE Voluntary Prekindergarten Program (VPK). VPK classrooms offer high-quality programs that include literacy standards, developmentally appropriate curricula, manageable class sizes, and qualified teachers. For more information call (407) 532-4254.