



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 ELCOC via e-mail to jllopez@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: Address: _____ City, State Zip: _____ Phone: _____ Fax: _____ Contact Person: _____ Contact Title: _____ Contact E-mail: _____ Owner/Director: _____ Date Established: _____ State of Incorporation: _____	Billing Contact Information (If Different): _____ _____ _____ Entity Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____
ALL Invoice Billing Terms MUST be Net 30 *for other considerations contact the Procurement Specialist	

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 Specialist 7700 Southland Blvd, Suite 100 Orlando, FL 32809

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.