Instructions:

1. RIT Contact: please provide this form to the supplier to complete.
2. Supplier: email completed form and required backup information to your contact at RIT
3. RIT Contact: Create an RSC ticket and attach this completed form and the W-9/W-8.

RIT Contact: _____
Phone: _____
Email: _____

RIT

Controllers Division
Procurement Services

NEW SUPPLIER SETUP FORM

Standard Payment Terms apply: RIT accepts Net 30 Only

Supplier Information:

Legal name should be consistent with name on federal tax forms.

Legal Name:
Trade Name (DBA):
Invoicing Name:
Contact Name:
Contact Title:
Phone:
Email:

Remit to Address:

Street:
P.O. Box:
City: State: Zip:
Country:
Phone: Fax:

Physical Address:

☐ **Same as Remit to**

Street:
P.O. Box:
City: State: Zip:
Country:
Phone: Fax:

Payment Reason:

○ Goods ○ Services ○ Honorarium ○ Expense Reimbursement

Brief Description:

Organization Type:

Incorporated Business

Publicly traded? YES ○ NO ◉

Enter Fed. ID:

Tax Status:

Not Tax Exempt

Conflict of Interest:

A conflict of interest may exist where an RIT employee or close relative/family member has a connection to the above business, and a third party may consider that this relationship may compromise the competitive process. Does any RIT employee have a possible conflict of interest with the above business?

Yes ○ **No** ◉

Indicate name, phone and relationship of/to RIT Employee:

Section 889 Attestation:

Section 889, subpart (a)(1)(B), of the 2019 National Defense Authorization Act prohibits the federal government from entering into or extending or renewing contracts with any entity that "uses any equipment, system, or service that uses covered telecommunication equipment or services as a substantial or essential component of any system, or as critical technology as part of any system," even if that is unrelated to the entity's federal business. The term "covered telecommunications equipment and services" includes all telecommunications equipment or services manufactured by specific Chinese companies or their subsidiaries or affiliates. VENDOR represents, warrants and undertakes that it will not, directly or indirectly, provide or transfer Covered Telecommunications Equipment or Services to RIT without express written consent from RIT. "Covered Telecommunications Equipment and Services" means the covered telecommunications equipment or services defined in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 and any other U.S. federal regulation promulgated pursuant to that section 889, including but not limited to the relevant sections of the Federal Acquisition Regulations.

Business Size & Classification (select all that apply):

Small	○	**Hub Zone**	☐	**Minority Owned**	☐
Large	○	**LGBTQ**	☐	**Women Owned**	☐
		MIPR Assisting Agency	☐	**Veteran Owned**	☐
				Service-disabled Veteran Owned	☐

If your company has a tax classification, please be sure to submit copies of your certification along with this form.

Preparer's Information:

I certify that: All responses provided herein, including vendor classifications, are true and accurate. I am not subject to backup withholding due to failure to report interest and dividend income.

Certified By: _____