# VENDOR REGISTRATION FORM

**Purchasing Dept.**
5901 College Road
Key West, FL 33040
Tel: (305) 809-3521
Fax: (305) 292-5163

**Vendor File Information:** Please type or print your responses to the applicable items below. Your responses will assist us in evaluating your firm for future bid opportunities.

## Company Name
*Invoices must be submitted using this name*

## Mailing Address
*Purchase Orders will be sent to this address (Local Office)*

<table>
<thead>
<tr>
<th>Street / P.O. Box</th>
<th>City</th>
<th>State</th>
<th>Zip + 4</th>
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<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Title</th>
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<thead>
<tr>
<th>Telephone No.</th>
<th>FAX Number</th>
<th>Toll Free Number</th>
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<table>
<thead>
<tr>
<th>EMail Address</th>
<th>Website Home Page</th>
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## Remittance Address
*Where to send payments*

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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## Corporate Headquarters
*If different from above address*

<table>
<thead>
<tr>
<th>Street / P.O. Box</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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## Type of Business:
- [ ] Sole Proprietor
- [ ] Partnership
- [ ] Corporation

**Vendor declares it is a M/WBE:**
- [ ] Yes (if yes, complete M/WBE Declaration Form)
- [ ] No

## Primary Business Activity:
NOTICE OF SOCIAL SECURITY NUMBER DISCLOSURE

Section 119.071(5)(a)2.-4., Florida Statutes requires agencies to notify individuals of the purpose(s) that require the collection of Social Security numbers. The Florida Keys Community College is authorized to collect, use or release social security numbers (SSN) of employees and other individuals* for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District’s duties and responsibilities as prescribed by law [ Fla. Stat. 5 119.071 (5) (a) 2 & 31 as follows:

1. Employment eligibility, report to IRS, SSA, UC, and FAWI, including for W-4's and 1-9’s [Required by federal statute and regulation 26 U.S.C. 6051 and 26 C.F.R. 31.601 1 (b)-2,26 C.F.R. 301.6109-1 and 31.3402(0(2)-1, and Fla. Stat. 5 119.071 (5) (a) 61

2. Receipts to employees for wages and Statements required in case of sick pay paid by third parties [Required by federal statute 26 U.S.C. 6051 and Fla. Stat. 5 119.071 (5) (a) 61

3. Verification of an alien's eligibility for employment, including 1-9 [Authorized by 8 U.S.C. 1324a(b) and 8 C.F.R. 274a.21


5. Teacher retirement system benefits and contributions [Authorized by Fla. Stat. 5 238.01 et seq., including 238.07, and Fla. Stat. 5 11 9.071 (5) (a) 61

6. Retirement contributions required for enrollment in Florida Retirement System (FRS) Investment Plan, second election retirement plan enrollment, or for participation in and contributions to FRS [Required by Fla. Admin. Code 19-1 1.010, 19-1 1.006 and 19-1 1.007 and Fla. Stat. 5 11 9.071 (5) (a) 2 & 6 or required by Fla. Stat. 5 121.051 and 121.071 and Fla. Admin. Code 19-1 3.003 and Fla. Stat. 5 119.071(5) (a) 2 & 61

7. Reports pertaining to deferred vested retirement programs [Required by 26 C.F.R. 301.6057-1 and Fla. Stat. 51 19.071 (5) (a) 61

8 Payments and plan relating to the retiree prescription drug subsidy under 42 C.F.R. 5 423.34 and 42 C.F.R. 5 423.886 [Authorized by 42 C.F.R. 423.884 and Fla. Stat. 5 119.071 (5) (a) 61

9. Educator Certification or licensure application, renewal, or add-on, or non-employee registration for professional development for in-service points or incentive pay [Required by Fla. Stat. 55 101 2.56, and 119.071 (5) (a) 6, and/ or authorized by Fla. Stat. 55 1012.21and 119.071(5) (a) 6

10. Criminal history, Level 1 and level 2 background checks Il identifiers for processing fingerprints by Department of Law Enforcement/ , if SSN is available [Required by Fla. Admin. Code 11C-6.003 and Fla. Stat. 5 119.071 (5) (a) 61

11. Registration information regarding sexual predators and sexual offenders [Authorized by Fla. Stat. 5 943.04351 and required by Fla. Stat. 5 119.071 (5) (a) 2 & 61

12. Reports on staff required to be submitted to Florida Department of Education (DOE), including but not limited to Out-of-County/ Out-of-State Verification of Highly Qualified [Authorized and required by Fla. Stat. 5 119.071 (5) (a) 2 & 6 and/ or EDGAR at 34 CFR 80.40(a) or Fla. Stat. 5 1008.321


Please sign and date that you have read this form.

________________________________________________  ___________________________
Signature          Date
14. State directory of new hires (including for determining support obligations and eligibility for several federal and state 
programs) [Required by federal law 42 U.S.C. 653a and Fla. Stat. 5 409.2576 and Fla. Stat. 5 119.071 (5) (a) 1

15. Notice to Payor and Income Deduction notices for child support, or for alimony and child support [Required by Fla. Stat. 5 
61.1301 (2)(e) and Fla. Stat. 5 119.071 (5) (a)]

16. Child support enforcement [Required by 45 C.F.R. 307.1 1 and Fla. Stat. 5 61.1 3.742.10 or 409.256.3 or 742.0311

17. Garnishment payment pursuant to a Notice of Levy [Required by Fla. Admin. Code 12E-1.028m and Fla. Stat. 5 11 9.071 (5) 
(a)]

18. Request from depository for support payments [Required by Fla. Stat. 5 61.181. (3)(b) and Fla. Stat. 5 119.071 (5) (a)]

19. Record of remuneration paid to employees [Required by federal regulation 20 C.F.R. 404.1225, Fla. Admin. Code 6088-2.032, 
and Fla. Stat. 5 11 9.071(5) (a) 61

5 119.071 (5)(a)6]


22. Income information disclosure to HUD [Required by federal regulation 24 C.F.R. 5.214 et seq. and Fla. Stat. 5 119.071 (5)(a)6]

23. Vendors/ Consultants that District reasonably believes would receive a 1099 form if a tax identification number Is not provided I 
including for IRS form W-9. [Required by 26 C.F.R. 5 31.3406-0,26 C.F.R. 5 301.6109-1, and Fla. Stat. 5 119.071 (5) (a) 2 & 6

24. Tort claims and tort notices of claim against the School Board [Required by Fla. Stat. 5 768.28 (61, and Fla. Stat. 5 1 19.071 (5) 
(a) 61

25. Reporting to and reports of worker's compensation injury or death, including for DWC-1 [Required by Fla. Stat. 5440.185 and 
Fla. Admin. Code 69L-3.003 et seq. and Fla. Stat. 5 11 9.071(5) (a) 61

5 11 9.071 (5) (a) 61

27. The disclosure of the social security number is for the purpose of the administration of health benefits for a District employee 
or his or her dependents [Required by Fla. Stat.§ 119.071 (5)(a) 61

28. The disclosure of the social security number is for the purpose of the administration of a pension fund administered for the 
District employee's retirement fund, deferred compensation plan, or defined contribution plan [Required by Fla. Stat. 5 119.071 
(5)(a)61

29. Use of motor vehicle information from the Department of Motor Vehicles for the District to carry out its functions and to verify 
the accuracy of information submitted by agent or employee to District, including to prevent fraud, in connection with insurance 
investigations, and to verify a commercial driver's license [Authorized allowed by federal law 18 U.S.C. 2721 et seq. and Fla. Stat. 
5 119.071 (5) (a) 61

30. Authorization for direct deposit of funds by electronic or other medium to a payee's account [Required by Fla. Admin. Code 6A- 
1.0012 and Fla. Stat. 5 119.071(5) (a) 61

31. Identification of blood donors [Authorized by 42 U.S.C. 405 (c)(2)(D)(i)]

32. Employee's and former employee's request for report of exposure to radiation [Authorized by 41 C.F.R. 50-204.33 and .3

33. Collection and1 or disclosure are imperative or necessary for the performance of the District's duties and responsibilities as 
required by Fla. Stat. 5 119.071 (5) (a) 6 and required by Fla. Stat. 5 119.071(5) (a) 21
34. The disclosure of the social security number is expressly required by federal or state law or a court order [Required by Fla. Stat. 55 1012.56 and 119.071(5) (a) 6]

35. The individual expressly consents in writing to the disclosure of his or her social security number [Allowed by Fla. Stat. 51 19.071 (5) (a) 6]

36. The disclosure of the social security number is made to prevent and combat terrorism to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224 [Required by Fla. Stat. 5 119.071 (5) (a) 6]

37. The disclosure of the social security number is made to a commercial entity for the permissible uses set forth in the federal Driver’s Privacy Protection Act of 1994, 15 U.S.C. Sec. 2721 et seq.; the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of paragraph 5 in Fla. Stat. 5 119.071 [Allowed by Fla. Stat. 5 119.071 (5)(a)6]

38. The disclosure of the social security number is for the purpose of the administration of the Uniform Commercial Code by the office of the Secretary of State [Required by Fla. Stat. 5 119.071 (5)(a)6]