What forms does each vendor need to fill out?

<table>
<thead>
<tr>
<th>Type of Vendor</th>
<th>Vendor Authorization Form</th>
<th>W-9/Sub W-9</th>
<th>W-8BEN</th>
<th>W-8BEN-E</th>
</tr>
</thead>
<tbody>
<tr>
<td>US individuals*</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>US companies</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign individuals (Nonresident)**</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Foreign entities</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

* A US individual can be a citizen, permanent resident or resident alien for US tax purposes.
** This is for US tax purposes.

Where should vendors send the form?

Return these forms to the respective department contact. Departments will route to the Advantage Helpline. Departments can send through inter-office mail or fax to 480.965.2625.

Header Section

The Taxpayer Identification Number (TIN), type of TIN entity and Legal Name fields must be complete for all vendors. The Legal Name field is used for income tax reporting purposes by the vendor.

Sales Tax Section

All vendors must answer the question about sales tax. If the answer is "Yes," complete the rest of the section.

Federal Classification

This is determined by your company’s NAICS code. Please refer to [http://www.sba.gov/size](http://www.sba.gov/size) for tables to help determine this status. The following definitions may help assist you.

- **Service-disabled veteran-owned small business concern** means a small business concern not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans. Also, the management and daily business operations of this small business concern must be controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

  Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

- **Small disadvantaged business concern** (except for 52.212-3(c)(4) and 52.219-1(b)(2) for general statistical purposes and 52.212-3(c)(9)(ii), 52.219-22(b)(2), 52.219-22(b)(1)(C) and 52.219-23(a)(3) for joint ventures under the price evaluation adjustment for small disadvantaged business
concerns), consistent with 13 CFR 124.1002, means an offeror that is a small business under the size standard applicable to the acquisition.

Either it has received certification as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B. No material change in disadvantaged ownership and control has occurred since its certification. Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed $750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2). It is identified, on the date of its representation, as a certified small disadvantaged business concern in the Dynamic Small Business Search database maintained by the Small Business Administration.

Or, for a prime contractor, the small business concern has submitted a completed application to the Small Business Administration or a private certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR part 124, subpart B. A decision on that application should be pending, and no material change in disadvantaged ownership and control can have occurred since applying. In this case, a contractor must receive certification as a small disadvantaged business by the Small Business Administration prior to contract award.

The small business concern represents in writing that it qualifies as a small disadvantaged business (SDB) for any federal subcontracting program if it believes, in good faith, that it is owned and controlled by one or more socially and economically disadvantaged individuals and meets the SDB eligibility criteria of 13 CFR 124.1002.

- Women-owned small business concern means a small business concern that is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women. This could also be a small business concern eligible under the Women-Owned Small Business Program in accordance with 13 CFR part 127 (see Subpart 19.15).

- Veteran-owned small business concern means a small business concern not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans. Also, the small business concern’s management and daily business operations must be controlled by one or more veterans.

- Minority Institution means an institution of higher education meeting the requirements of section 365(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k), including a Hispanic-serving institution of higher education, as defined in section 502(a) of the Act (20 U.S.C. 1101a).

- HUBZone means a historically underutilized business zone that is located within one or more qualified census tracts, qualified nonmetropolitan counties or lands within the external boundaries of an Indian reservation, qualified base closure areas or redesignated areas, as defined in 13 CFR 126.103.

**Certification**

This establishes that the vendor is a US entity that must sign the Vendor Authorization Form.