



University of  
Massachusetts

## Vendor Add / Update - Information Form

**A W9 or MW9 MUST be submitted for all NEW Vendors**

**For Department Use Only**

Current Vendor ID:  Requested by:  Phone:

Action Required:  Add  Update UMASS Campus:

Change Legal Address  Change Tax Reporting Status  Add Additional Remittance Address

Change FEI / SSN / TIN  Change Legal Name  Add New Vendor

**To Be Completed by Vendor**

Vendor Name:

Acronym if Applicable:  FEI  SS#:

Order Address:

City:  State:  Zip:

Remit Address:

City:  State:  Zip:

A/R Email:

Contact Name:  Contact Title:

Contact Tel:

Do you accept Fax orders?  Yes  No PO Fax #:

PO Email:

U.S. Citizen?  Yes  No U.S. Business?  Yes  No

Are you a current or former Commonwealth of Massachusetts Employee?  Yes  No

Vendor Type:  Minority-Owned  Woman-Owned  Small Disabled Owned  Small Disabled Veteran Owned  
(Please see reverse for Vendor Type Definitions – Check all applicable Vendor Types)

Certification Type:  Expiration Date of Certification:

Performer  Speaker/Lecturer  Entertainer/Entertainment Related  Athletic Official

Services Provided:

If business, # of employees

Vendor Signature:

I, the Contractor, or acting in behalf of the contractor, certify under pains and penalties of perjury that to the best of my knowledge and belief, the above information is true, correct, and complete.



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### THE MASSACHUSETTS CODE OF REGULATIONS DEFINES PERFORMER AND PERFORMING ENTITY AS FOLLOWS:

**Performer:** A performer may be (i) an athlete such as a wrestler, boxer, golfer, tennis player, sports team member or other athlete who is paid for competing, demonstrating, making a public appearance, or endorsing merchandise, as well as a person paid to further an athlete's performance or an athletic event performing services such as owner or leader of a performing entity; agent or manager of a performing entity or performer; referee, coach, or trainer; member of a production crew; or (ii) a paid entertainer or speaker, such as an actor, singer, musician, dancer, circus performer, comedian, celebrity, public speaker or lecturer, as well as any person paid to further an entertainer's or speaker's performance such as owner or leader of a performing entity; agent or manager of a performing entity or performer; or writer, director, coach, designer, or member of a sound, light, stage or production crew.

**Performing entity:** A corporation, partnership, limited partnership, Limited Liability Company, corporate trust or other entity that employs, engages, or comprises one or more performers.

All Gross Annual payments to Performers that exceed the \$5,000 threshold per calendar year are subject to 5.3% Massachusetts Tax withholding per the Department of Revenue. For additional information regarding Performer withholding standards and exemptions please visit the Massachusetts Department of Revenue website at [www.mass.gov/dor](http://www.mass.gov/dor) or call 1-800-392-6089.

### SMALL BUSINESS DEFINITION:

A business, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualifies as a small business under the criteria and size standards of the Small Business Administration regulations.

### MINORITY-OWNED BUSINESS DEFINITION:

A small business that is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more historically underutilized (socially and economically disadvantaged) individuals and has its management and daily business controlled by one or more such individuals. A minority owned business is also a small business that is at least 51 percent unconditionally owned by an economically disadvantaged Indian Tribe or Native Hawaiian Organization, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one of these entities, that has its management and daily business controlled by members of an historically underutilized (economically disadvantaged) Indian Tribe or Native Hawaiian Organization, and that meets the Small Business Administration regulations.

Individuals who are African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, and Subcontinent-Asian Americans are considered historically underutilized (socially and economically disadvantaged) by the Small Business Administration:

African Americans are U.S. citizens whose origins are in any of the Black groups of Africa, and all persons having origin in any of the original peoples of the Cape Verdean Islands.

Hispanic Americans are U.S. citizens whose origins are in South America, Central America, Mexico, Cuba, the Dominican Republic, Puerto Rico, or the Iberian Peninsula, including Portugal.

Native Americans are American Indians, Eskimos, Aleuts, and Native Hawaiians.

Asian-Pacific Americans are U.S. citizens whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territory of the Pacific Islands (Republic of Palau), the Northern Mariana Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia.

Subcontinent Asian-Americans are U.S. citizens whose origins are in India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.

### WOMEN-OWNED BUSINESS:

A small business which is at least 51 percent owned by one or more women; who also control and operate the business 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.

### SMALL DISABLED OWNED BUSINESS:

A small business concern that is at least 51 percent owned by an individual or individuals who has a physical or mental impairment which substantially limits one or more of such persons major life activities. Individual(s) must be involved in the day-to-day management of the business.

### SMALL DISABLED VETERAN OWNED BUSINESS:

A small business concern that is at least 51 percent owned by an individual or individuals who has a physical or mental impairment which substantially limits one or more of such persons major life activities. The physical or mental impairment must have been sustained during active service in one of the United States armed services. Individual(s) must be involved in the day-to-day management of the business.