

# The College of the Florida Keys Vendor Registration Form

## Purchasing Dept.

5901 College Road  
Key West, FL 33040  
Tel: (305) 809-3240  
Fax: (305) 292-5163

For CFK Purchasing Use Only  
RECEIVED DATE:

**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

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## Mailing Address

Purchase Orders will be sent to this address (Local Office)

Street / P.O. Box		
City	State	Zip + 4
Contact Person	Title	
Telephone No.	FAX Number	Toll Free Number
E-Mail Address	Website Home Page	

## E-Mail Address and Website Home Page

## Remittance Address

Where to send payments

Street Address		
City	State	Zip Code

## Corporate Headquarters

If different from above address

Street / P.O. Box		
City	State	Zip Code

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:

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Please sign and date that you have read this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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 College of the Florida Keys 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
4. Income tax withholding (including for annuity and sick leave) | Payroll deductions on Form W-2 [Required by 26 U.S.C. 3402, 26 C.F.R. 31.6051-1 and Fla. Stat. 5 119.071(5) (a) 61
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 1 19.071 (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 1 19.071 (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 1012.21 and 119.071(5) (a) 6 I
10. Criminal history, Level 1 and level 2 background checks II 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 1 19.071 (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
13. Social security contributions [Required by Fla. Admin. Code 605-3.010 and Fla. Stat. 5 1 19.071 (5) (a) 2 & 61

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) I
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
20. Unemployment benefits and short term compensation plan [Required by Fla. Stat. Ch. 443, including 443.1 116, and Fla. Stat. 5 119.071 (5)(a)6]
21. Unemployment reports from District [Required by Fla. Admin. Code 60BB-2.023 and Fla. Stat. 5 11 9.071 (5) (a) 61
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 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
26. Worker's compensation petitions for benefits and responses thereto [Authorized by Fla. Admin. Code 60Q-6.103 and Fla. Stat. 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 and disclosure are imperative or necessary for the performance of the District's duties and responsibilities as prescribed by law, including but not limited for password identification to the District's network [Authorized 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) 61**
- 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) 61**
- 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,IS 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]**