

	Automated Clearinghouse (ACH) Enrollment					
Complete this form and return		Hennepin County - Accounts Payable Government Center MC 131				
OBF.Internet@hennepin.us(
Payee Name						
Address	City /	City / State / Zip Code				
Area Code & Phone Number	E-mail Ad	dress for Remittance Advice				
New ACH Enrollment						
Account Change - Required						
Routing # to remove						
	necessary, debit entries o	and adjustments for any credi				
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Authorized By – Print Name, Title & Date

voided blank check):

	HC 573 (07/2018)			
Hennepin County General Accounting A-13 Government Center MC 131 300 South 6th Street Minneapolis, MN 55487-0131 -or- Email: <u>OBF.internet@hennepin.us</u>		SUBSTITUTE FORM W-9 and Vendor Information Form		
	ATION - PLEASE READ THIS N			
This form was developed to comply with Internal Revenue paying providers and vendors for their goods and service Identification Number (TIN). This information will only be Social Security Number as private. Unless otherwise provi	e Service (IRS) regulations and Minnesot es. You, as a payee, are required by law to e shared with the IRS. The Minnesota Gov	a statute and to assist Hennepin County in o provide us, as payer, your correct Taxpayer vernment Data Practices Act classifies the		
Failure to respond to this request can result in	IRS-mandated withholding on future	e payments as well as other penalties.		
Name (Businesses must use the legal name as sho name must match your social security card.)	own on your business income tax re	turn. If you are an individual or sole proprietor,		
Business name, if different from above.				
Federal Tax Classification (check one only):	ndividual/sole proprietor or single-	member LLC 🛛 C Corporation 🗔 S Corporation		
□ Partnership □ Limited liability company. En	nter the tax classification (C=C corpo	pration, S=S corporation, P=partnership):		
Trust/Estate Other (specify):		_		
Remit Address: number, street, and apt. or suite no.	Order Address: if	Order Address: if different from remit		
City, State and ZIP code	City, State and Z	IP code		
Remit Phone #:	Order Phone #:	Order Phone #:		
How do you want to receive purchase orders?				
Taxpayer Identification Number (TIN) Enter your social security number (SSN) if an indiv		tion number (EIN) if a business.		
5SN:	or EIN: -			
	CS code(s) www.naics.com/search):			

2) I am a U.S. person (including a U.S. resident alien). 3) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions: You must cross out item 3 above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting of interest or dividends on your tax return.

Print and Sign Here:	Name Printed:	Title Printed:	
	Signature:	Phone:	Date:

HENNEPIN COUNTY CONTRACTOR **AFFIRMATIVE ACTION (AA) CLASSIFICATION**

The information requested below is used internally by Hennepin County to monitor and report on participation in county contracting. Your cooperation in completing this form is greatly appreciated. Vendors who do not complete this information may be contacted by Hennepin County to provide the information requested. If you have questions completing this side of the form, please call: (612) 348-3181.

1) Company type - check one:

- □ Publicly held company¹
- □ Non-profit entity

□ Government entity

If you chose one of these, **STOP HERE**.

If you chose "Other" please answer all remaining questions.

2) Are you a small business certified by the CERT Program²?

□ Yes

□ Other

- □ No
- 3) Check one:
- □ Veteran-Owned Business certified by the MnDOA³
- □ Service Disabled Veteran-Owned Business certified by the MnDOA³
- □ NOT a MnDOA³ certified Veteran-Owned Business

4) Check one gender of majority owner:

- □ Male
- □ Female
- □ Nonconforming
- 5) Check one ethnicity/race of majority owner⁴:
- □ Black/African American
- □ Hispanic
- □ Asian or Pacific Islander
- □ American Indian or Alaskan Native
- □ White/Caucasian

¹ A Publicly Held Company is a company whose stock is traded on the open market.

² Small Business Enterprise Certification:

While certification is not necessary to do business with Hennepin County, only CERT certified businesses can be counted toward the goal for Small Business Enterprise (SBE) participation in county contracting. Certification also boosts market exposure and gualifies businesses to access SBE program services. For further information about certification, please call 651-266-8900 or visit the Central Certification (CERT) Program's website at: https://cert.smwbe.com/ ³ Veteran-Owned Business Certification:

While certification is not necessary to do business with Hennepin County, only the participation of businesses recognized as certified by the State of Minnesota Department of Administration can be counted as a Veteran-Owned Business (VOB) or Service Disabled Veteran-Owned Business (SDVOB) for county purposes. For further information about certification and advantages thereof, please contact the Office of Equity and Procurement (OEP) at: (651) 296-2600 or visit:

https://mn.gov/admin/business/vendor-info/oep/sbcp/ 4

Ethnicity and Racial Group Definitions:

Black/African American: All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American descent or other Spanish culture of origin, regardless of race.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands, including, for example, China, Japan, Korea, Hawaii, Guam, the Philippine Islands and Samoa. American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain tribal affiliation or community attachment.

White/Caucasian: All persons with origins in any of the original peoples of Europe, North Africa or the Middle East.