

STARK & STARK

ATTORNEYS AT LAW

Stark & Stark, A Professional Corporation
Accounts Payable Department

New Vendor Questionnaire and Substitute W-9 Instructions

Instructions:

This new vendor questionnaire must be completed, in its entirety, by vendors seeking to do business with Stark & Stark, and by vendors requiring re-certification. Incomplete forms will not be processed and may cause delays in payment. Please print legibly or type your responses. Completed returns should be sent to

By Mail:

Stark & Stark, PC
PO Box 5315
Princeton, NJ 08543
Attn: Accounts Payable
By Email (Preferred): accounts-payable@stark-stark.com
By Fax: (609) 896-0629

Section 1 - Vendor Information

Tax Identification Number: Enter the individual's or company's 9-digit tax identification number. Individuals should enter a social security, and businesses should enter their Employer Tax ID #. A mismatch in type will cause the form to be returned to you.

Vendor Number: Enter your Stark & Stark vendor number, if known.

Legal Name: Enter the legal name exactly as it appears on your federal tax return. No nicknames, initials, or abbreviations are accepted.

Contact Person: Please enter the name of the primary contact.

Business Name or DBA: Enter the business name, or doing business as name, if applicable. Remit to Address: Enter the address to send payments and remittance advice to.

Phone: Enter phone number, starting with the area code

Fax: Enter phone number, starting with the area code

Email Address: Enter the e-mail address if available (required for Virtual Credit Card Payments) Internet address (URL): Enter the company website, if applicable.

Section 2 - Business Type: Select ONLY one

Section 3 - Additional Business Type: Select all that apply

Section 4 - Preferred Payment Method: If not completed, will be defaulted to check payments.

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SECTION 1: REQUESTOR'S INFORMATION

Social Security Number / Federal Employer ID: _____

Legal Name: _____

Business Name or DBA: _____

Remit to Address: _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____

Email Address: _____ Internet Address: _____

Individuals – Are you a citizen of the United States? Yes or No

Businesses – Is this a United States Company? Yes or No

SECTION 2: BUSINESS TYPE - Select only one

- Individual Corporation Federal or State Govt. Agency Limited Liability (type) _____ D=Disregarded; C=Corporation; P=Partnership
 Sole Proprietor Partnership Not-For Profit

SECTION 3: ADDITIONAL BUSINESS TYPE - Select all that apply

- One-time payment Woman-Owned Small Business Large Business Minority Owned
 Small Business Veteran Owned Disadvantaged Business Native American Owned

SECTION 4: PREFERRED PAYMENT METHOD

Wire Transfer (Only for one-time payment as specified in Section 3) The firm reserves the right to charge a wire processing fee of \$25.00.

Bank Name _____ Routing Number _____ Account Number _____

ACH Transfer (Only for vendors who make pre-arranged payments with a Corporate ACH ID)

ACH Corporate Name _____ ACH Corporate ID _____ Billing Frequency _____

Virtual Credit Card (remittance and virtual card sent to email listed above)

Physical Check

The Firm's Preferred method of payment is via virtual credit cards, which are issued generally no later than 5 days prior to the due date of an invoice.

FEDERAL LAW REQUIRES STARK & STARK TO OBTAIN HI INFORMATION WHEN MAKING A REPORTABLE PAYMENT TO YOU. IF YOU DO NOT PROVIDE US WITH THIS INFORMATION, YOUR PAYMENTS MAY BE SUBJECT TO 28% FEDERAL INCOME TAX BACKUP WITHHOLDING PENALTY IMPOSED BY THE IRS UNDER SECTION 6723.

UNDER 15 U.S.C. 645(d), ANY PERSON WHO MISREPRESENTS ITS SIZE STATUS SHALL 1) BE PUNISHED BY A FINE, IMPRISONMENT, OR BOTH; 2) BE SUBJECT TO ADMINISTRATIVE REMEDIES; AND 3) BE INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE SMALL BUSINESS ACT.

CERTIFICATION: Under penalties of perjury, I certify that:

1. The ID number submitted on this form is my correct taxpayer identification number; and,
2. I am not subject to backup withholding because:
 - a. I am exempt from backup withholding; or,
 - b. I have not been notified by the IRS that I am subject to backup withholding; or,
 - c. The IRS has notified me that I am no longer subject to backup withholding, and
3. I am a US Person (including a US resident alien), unless otherwise indicated herein.

Printed Name: _____ Signature: _____ Date: _____