

# Southeast New Mexico College

## Vendor Questionnaire Form

### Instructions:

This vendor questionnaire form is to be completed by vendors seeking to do business with SENMC. Incomplete forms will not be processed. Please print or type legibly. Return the completed form to:

Southeast New Mexico College

Procurement Services

1500 University Dr.

Carlsbad, NM 88201

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Selection  
Questions

## Section 6: Independent Contractor Determination

# SoutheastNew Mexico College

SECTION 3

VENDOR QUESTIONNAIRE (Continued)

SECTION 6 INDEPENDENT CONTRACTOR DETERMINATION

(To be completed by Individuals, Sole Proprietors and Limited Liability companies as indicated in response to section 3)

Select all that apply:

- Travel Speaker/Guest Lecture
Services Reimbursement
Honorarium Other

YES NO

- Will SENMC determine when, where, or how the work is to be performed?
Will SENMC provide any training to the contractor or employees?
Are the services proposed in this contract currently being performed on the SENMC campus?
Will any current SENMC employees be involved in performing any of the proposed services of this contract?
Will the proposed services be performed on SENMC campus?
Will any SENMC owned property or equipment be used in the performance of the proposed services?
Is Contractor allowed to provide the proposed services without a business license?
Please describe the materials or services that you will be providing to SENMC?

VENDOR QUESTIONNAIRE (Continued)

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FEDERAL LAW REQUIRES SENMC TO OBTAIN THIS INFORMATION WHEN MAKING A REPORTABLE PURCHASE FROM YOU. IF YOU DO NOT PROVIDE US WITH THIS INFORMATION, YOUR PAYMENTS MAY BE SUBJECT TO FEDERAL INCOME TAX BACKUP WITHHOLDING PENALTY IMPOSED BY THE IRS UNDER SECTION 672

UNDER 15 U.S.C. 645(d), ANY PERSON WHO MISREPRESENTS ITS SIZE STATUS SHALL (1) BE PUNISHED BY 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 ADMINISTRATION.

I acknowledge that SENMC policy calls for issuance of an official SENMC Purchase Order signed by an authorized individual for all purchases except those accomplished with a SENMC Procurement Card prior to purchase being made. Failure to obtain a SENMC Purchase Order prior to supplying goods or services may result in either delay of payment or nonpayment.

Further, I acknowledge that information obtained in this questionnaire will be used to establish/update SENMC's database and that these changes may affect information in related databases such as student records or employee information.

CERTIFICATION Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number matching the attached W9 (or I am waiting for a number to be issued to me); 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 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, and
3. I am a U.S. person (including a U.S. resident alien), unless otherwise indicated herein. If not, complete IRS W-8BEN form.

BY SIGNING THIS FORM, THE SIGNEE CERTIFIES THE STATEMENTS ABOVE AND AGREES TO SOUTH TEXAS COLLEGE'S STANDARD TERMS AND CONDITIONS.

If you do not agree with SENMC's terms and conditions, please attach documentation with the proposed changes. Our legal department will review the proposed changes for determination. Failure to agree to SENMC's terms and conditions may affect consideration of becoming a vendor, SENMC being the sole judge of this determination.

Signing this form does not entitle the vendor to a preferred vendor status. Information on this form along with the W9 is used to set up a vendor in the SENMC's purchasing system.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_