

Arkansas State Highway and Transportation Department  
EQUIPMENT AND PROCUREMENT DIVISION

**BIDDER APPLICATION**

In accordance with Arkansas State Purchasing Law, the following information must be furnished for prospective bidders to become eligible to be placed and remain on the Bidder's List.

1. Name of Business \_\_\_\_\_

2. Mail Bid Invitations To:

Street or P.O. Box \_\_\_\_\_

City \_\_\_\_\_

County \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-Mail \_\_\_\_\_

NOTICE: Line 3(a) must be completed to process application.

3. (a) Federal Employer I.D. Number or Social Security Number, if individual: \_\_\_\_\_

(b) Arkansas State Sales Tax Number: \_\_\_\_\_

(c) Arkansas Contractor's License Number, if any: \_\_\_\_\_

4. Remittance Address, if different than #2 above:

Street/P.O. Box \_\_\_\_\_

City/State/Zip \_\_\_\_\_

County \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

5. Home Office Address, if different than #2 or #4:

Street/P.O. Box \_\_\_\_\_

City/State/Zip \_\_\_\_\_

County \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

6. If this business is a subsidiary of another company, list the name of the parent company, and address if different than #2, #4, or #5 above.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Organization Type:

Incorporated in what State:

8. Ownership:

Sex:

Race:

9. If this business is a partnership or corporation, is it registered as such with the Office of the Arkansas Secretary of State?



**ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT**  
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List the products and/or services you wish to receive bid invitations on.

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ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

LITTLE ROCK, ARKANSAS

MEMORANDUM

TO: All Bidders

SUBJECT: Form W-9 Now Required on All New Vendors

Effective February 20, 2007 all new vendors, changes in existing vendor's Federal ID or Social Security numbers or changes in 1099 exempt status will require a completed and signed Internal Revenue Service Form W-9, Request for Taxpayer Identification and Certification. It should be faxed or e-mailed and accompanied by the initial invoice from that vendor to the Fiscal Service Division, Receipts and Disbursements Section before a new vendor can be set-up or an existing vendor's FID, Social Security or exempt status can be altered. This is necessary due to the IRS requirements that a certification be on file for all entities that the department remits funds. The potential vendor should be informed prior to any purchases that a Form W-9 would be required before we can complete a transaction. If the vendor refuses to submit the W-9, then we cannot do business with that particular entity. This includes all transactions whether pertaining to goods, services related, contractual or real estates purchases.

If you have any questions, please call Fiscal Services @ 501-569-2411.