



Township of Maplewood

MUNICIPAL BUILDING, 574 VALLEY STREET
MAPLEWOOD, NJ 07040-2691
TELEPHONE: (973) 762-8120
FAX: (973) 762-3096

DOING BUSINESS WITH THE TOWNSHIP OF MAPLEWOOD

Both businesses and individuals must follow these easy steps in order to do business with a Municipality in the state of New Jersey.

1. Fill out a New Vendor Application (Below)
2. Fill out W9 form <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
3. Provide a copy of your NJ Business Registration Certificate (NJBRC)*
4. Fill out a Prohibited Russia-Belarus Activities & Iran Investment Activities form

NJBRC is required by law from all vendors

- Easy online process that takes about 5 minutes
- There is no charge to obtain an NJBRC
- Start here- <https://www.njportal.com/DOR/BusinessRegistration/Home/FirstStep>
 - Businesses select: Register as Business Entity
 - Individuals select: Register as a Partnership or Proprietorship

Once completed you will receive your NJBRC in the mail or electronically.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TAXPAYER IDENTIFICATION#:
970-097-382/509

ADDRESS:
847 ROEBLING AVE
TRENTON, NJ 08611

EFFECTIVE DATE:
01/01/01

TRADE NAME:
CLIENT REGISTRATION

SEQUENCE NUMBER:
0107130

ISSUANCE DATE:
07/14/04

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 332
TRENTON, NJ 08646-0332

For Office Use Only:
20041014112823533

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name: CLIENT REGISTRATION

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

Once you have been added as a vendor:

- Step 1 All vendors must submit an invoice in order to receive payment
- Step 2 Vendor will receive a Purchase Order from the Township via US Mail, FAX, or Email
- Step 3 Sign and return Purchase Order (can be mailed, Emailed, Faxed, or handed in)
- Step 4 Once a signed Purchase Order is received it will be processed for payment at the next available Township Committee Meeting



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NEW VENDOR I.D. REQUEST FORM

Request Date:			
Section I - Vendor Information			
<i>Name:</i>			
<i>Address(St., City, State, Zip:</i>			
<i>Contact:</i>			
<i>Phone w/Area Code:</i>			
<i>Fax w/ Area Code / EMAIL:</i>			
<i>Federal Tax I.D. or SS#:</i>			
<i>Notes (Subject):</i>			
Section II - Requestor Information			
<i>Name:</i>			
<i>Department:</i>			
<i>Fax/Email/Ext.:</i>			
Section III - To Be Completed by the Finance Department			
<i>Processed By:</i>			
<i>Date Processed:</i>			
<i>Business Registration Request Form Mailed to New Vendor:</i>	Yes	No	<i>Notes:</i>
New Vendor I.D. (Code):			

TOWNSHIP OF MAPLEWOOD

DISCLOSURE OF PROHIBITED INVESTMENT ACTIVITIES IN IRAN, RUSSIA AND BELARUS

P.L. 2022, c. 3, N.J.S.A. 52:32-55 et seq., N.J.S.A. 40A:11-2.1, N.J.S.A. 18A:18A-49.4

PART 1

COMPLETE PART 1 BY CHECKING ONE OF THE TWO BOXES BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf> www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification. A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

CONTRACT AWARDS AND RENEWALS/CONTRACT AMENDMENTS AND EXTENSIONS

☐ **I certify**, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf.

(Skip Part 2 and sign and complete the Certification below.)

IF UNABLE TO CERTIFY

☐ **I am unable to certify** as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. *I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

PART 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Township of Maplewood is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township of Maplewood to notify the Township of Maplewood in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Maplewood and that the Township of Maplewood at its option may declare any contract(s) resulting from this certification void and unenforceable.

Printed Name of Authorized Agent

Signature of Authorized Agent

Title

Date

Company Name/Person/Entity