

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.

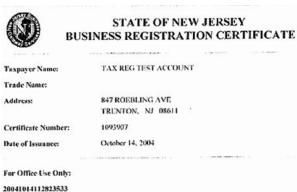
- 1. Fill out a New Vendor Application (Below)
- 2. Fill out W9 form https://www.irs.gov/pub/irs-pdf/fw9.pdf
- 3. Provide a copy of your NJ Business Registration Certificate (NJBRC)*
- 4. Fill out a Prohibited Russia-Belarus Activities & Iran Investment Activities form

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.





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

 $\underline{https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf} \underline{\ www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf}.$

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 R entity must cease engaging in any prohibited activities and provide an upd	ussia or Belarus and/or investment activities in Iran. The person or			
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 AMENDMEN Lecrtify, pursuant to law, that neither the person or entity listed above Department of Treasury's lists of entities engaged in prohibited active activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I fur representative of the entity listed above and am authorized to make the (Skip Part 2 and sign and complete).	e, nor any parent entity, subsidiary, or affiliate appears on the N.J. ities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment rther certify that I am the person listed above, or I am an officer or his certification on its behalf.			
IF UNABLE TO CERTIFY I am unable to certify as above because the person or entity and/or a Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed Part 2 below, and sign and complete the Certification below. Failure or entity, and appropriate penalties, fines, and/or sanctions will be asset	ed, accurate, and precise description of the activities as directed in to provide such will prevent the award of the contract to the person			
PART	2			
INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, according of a parent entity, subsidiary, or affiliate, engaging in prohibited activities 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 forest knowledge, are true and complete. I attest that I am authorized to execute acknowledge that the Township of Maplewood is relying on the informatic continuing obligation from the date of this certification through the complete Township of Maplewood in writing of any changes to the answers of it a criminal offense to make a false statement or misrepresentation in this corposecution under the law and that it will also constitute a material breach Township of Maplewood at its option may declare any contract(s) resulting	this certification on behalf of the above-referenced person or entity. I concontained herein and hereby acknowledge that I am under a etion of any contracts with the Township of Maplewood to notify information contained herein. I acknowledge that I am aware that it is ertification. If I do so, I recognize that I am subject to criminal of my agreement(s) with the Township of Maplewood and that the			
Printed Name of Authorized Agent	Signature of Authorized Agent			
Title	Date			
Company Name/Person/Entity				