



St. Tammany Parish Government

Department of Procurement

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Michael B. Cooper
Parish President

Registering Your Business with the Parish

Completing this document provides the minimum information required by St. Tammany Parish Government in order for a business/individual to be setup as a possible vendor/supplier for the Parish. Please complete this form and attach the IRS Form W-9 then mail, fax, or email to the Procurement Department.

Name of Business (or Individual)

Doing Business As (Only if Different than Legal Name)

Federal Employer ID Number
(FID/EIN ##-#####)

OR Social Security Number
(SSN ###-##-####)

List Service Type(s) or Product Line(s): _____

UNSPSC Commodity Code(s): _____

If needed, please reference the following: https://www.doa.la.gov/media/dvmox4uu/unspsc_commoditycodes.pdf

Mailing Address

Phone	Fax	Business Email Address		
Mailing Address		City	State	Zip
Name of Principal Contact		Phone	Contact Email Address	

Remittance Address

Phone	Fax	Business Email Address		
Remittance Address		City	State	Zip
Name of Billing Contact		Phone	Billing Email Address	

Do you have a relationship or connection with any St. Tammany Parish Government Employee?

Yes No

If yes, please provide the name and a brief description of your relationship to said employee.

Is this company currently registered and/or authorized to do business in the State of Louisiana?

Yes No

Please provide any trade, specialty or professional licenses you or your business hold:

List additional information you wish to provide: _____

Please check to confirm:

Current Form W-9 Provided

If needed, please reference the following: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

SIGNATURE

PRINT NAME

DATE

To sign up to be notified for upcoming projects, please register by clicking on the following link:

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/Vendor/VndPubMain.cfm?tab=2>

If already registered with LaPAC, please confirm all selected commodities are still valid.

Submission of these documents does not imply that the business/individual is/will be notified of any/all projects, bids, etc., issued by the Parish. In addition, the submission of this document by the individual/business does not guarantee work with St. Tammany Parish.