



**Corcoran Unified School District**  
**1520 Patterson Avenue**  
**Corcoran, CA 93212**  
 559-992-8888 (phone)  
 559-992-1248 (fax)

## Information Request Form

Dear Vendor:

We have received a request to add you as a vendor. Since you are new, we require information to properly set you up in our system and to comply with the Internal Revenue Code. No payments can be made until we have this information.

To ensure proper reporting, please complete and return the Information Request Form and Form W-9. Should you have questions please contact Natalie Sierra, 559-992-8888, Extension 1226, fax at 559-992-1248, or e-mail at nataliesierra@corcoranunified.com

**Vendor Name:** \_\_\_\_\_  
 (Checks are written in this name. DBA if applicable)

**Legal Name:** \_\_\_\_\_  
 (Name as shown on tax return)

Payment Remittance Address

Contact Information

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Contact name \_\_\_\_\_  
 Contact email \_\_\_\_\_

**Please answer the following questions**

Do you provide medical or legal services?

Yes  No

Are you incorporated?

Yes  No

Your primary business provides:

Services: Can provide all or some services

Merchandise only: Provides supplies, equipment, and no services

Does your business have a California address?

Yes  No

Are you a STRS retiree?  Yes  No

**DIR:**

New Public Works Contractor Registration Law (SB 854) requires all public work contractors to register with the Department of Industrial Relations (DIR)

<http://www.dir.ca.gov/Public-Works/PublicWorks.html>

DIR #: \_\_\_\_\_ Contractor's License #: \_\_\_\_\_

DIR Email: \_\_\_\_\_

**Certification**-I certify that the business is not on the federal GSA Excluded Parties list. The form as completed is true and accurate.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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### DIR Information Request Form

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contractor's Lic. No.: \_\_\_\_\_ DIR Registration No.: \_\_\_\_\_

DIR Classification(s) of workers to be utilized:  
Check all that apply;

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Asbestos           | <input type="checkbox"/> Boilermaker        | <input type="checkbox"/> Bricklayers           | <input type="checkbox"/> Carpenters         |
| <input type="checkbox"/> Carpet/Linoleum    | <input type="checkbox"/> Cement Masons      | <input type="checkbox"/> Drywall Finisher      | <input type="checkbox"/> Drywall / Lathers  |
| <input type="checkbox"/> Electricians       | <input type="checkbox"/> Elevator Mechanic  | <input type="checkbox"/> Glaziers              | <input type="checkbox"/> Iron Workers       |
| <input type="checkbox"/> Landscape          | <input type="checkbox"/> Laborers           | <input type="checkbox"/> Millwrights           | <input type="checkbox"/> Operating Engineer |
| <input type="checkbox"/> Painters           | <input type="checkbox"/> Pile Drivers       | <input type="checkbox"/> Pipe Trades / Plumber | <input type="checkbox"/> Plasterers         |
| <input type="checkbox"/> Roofers            | <input type="checkbox"/> Sheet Metal / HVAC | <input type="checkbox"/> Sound/Communications  | <input type="checkbox"/> Surveyors          |
| <input type="checkbox"/> Technology/TeleCom | <input type="checkbox"/> Tile Workers       |  |   |

Classifications and wage rates can be found at: <http://www.dir.ca.gov/opri/PWD/index.htm>  
DIR Prevailing Wage Hot Line (415) 703-4774

Printed Name: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_ Date: \_\_\_\_\_

**Important Notice:** California new law (SB 854) provides that “A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5.” Please go to <http://www.dir.ca.gov/Public-Works/PublicWorks.html> for more information and to register. This project is subject to monitoring by the Department of Industrial Relations