

PROCUREMENT AND PROPERTY MANAGEMENT DIVISION BROOKHAVEN NATIONAL LABORATORY Managed by Brookhaven Science Associates, LLC under contract to the U.S. Department of Energy ACQUISITION MANAGEMENT SYSTEM FORM	Form No. AMS-Form-010 Revision No. 6 APPROVED BY: <u>D. Rawlings / 03/09/12</u> PPM Manager/Date
REPRESENTATIONS AND CERTIFICATIONS - SUPPLIER INFORMATION	

Company Name

Address line 1

Address line 2

City, State, Zip

Country

Phone Number

Fax Number

Email Address

Contractor Certifying Official

Name:

Date:

For BSA use only

Vendor Code:

Buyer/CS:

Taxpayer Identification Number (TIN)

TIN Number

TIN is not required because the Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States; Offeror is an agency or instrumentality of a foreign government; or Offeror is an agency or instrumentality of the Federal Government.

Check if you require a 1099 for Tax Purposes

Common Parent

- Offeror is not owned or controlled by a Common Parent
- Name and TIN of Common Parent

Name

TIN

Small Business Program Representations

In order to self-certify below that you are a small business you must identify your North American Industry Classification System (NAICS) Code for the product or service you are providing to Brookhaven Science Associates (BSA)/Brookhaven National Laboratory (BNL). You must also identify the applicable small business size standard for that NAICS Code. To be considered a small business against a Size Standard that is for a number of employees the company (including the common parent if any) must employ fewer than the size standard lists and for a Size Standard based on annual sales the company (including the common parent if any) must have an average sales for the past three (3) years that are less than that value.

To look up the NAICS code for the product or service that you are selling to BSA/BNL, go to: <http://www.census.gov/naics/2007/index.html> and enter a keyword for that product or service.

To look up the size standard for the NAICS code you picked above, go to: http://www.sba.gov/sites/default/files/Size_Standards_Table.pdf

NAICS Code Size Standard

Representations - select one of the options below.

<input type="radio"/> The offeror represents that it is a large business concern (BIG)
<input type="radio"/> The offeror represents that it is a foreign business concern (FRG)
<input type="radio"/> The offeror represents that it is an educational institution (EDU)
<input type="radio"/> The offeror represents that it is a federal government agency (FED)
<input type="radio"/> The offeror represents that it is a local government agency (LOC)
<input type="radio"/> The offeror represents that it is a government owned contractor operated concern (GOC)
<input type="radio"/> The offeror represents that it is a non-profit concern (NON)
<input type="radio"/> The offeror represents that it is a small business* concern (SML)

*Offerors that represents itself as a small business concern shall additionally check any of the boxes below that are applicable

<input type="checkbox"/> The offeror represents that it is a small disadvantaged business concern as defined in 13 CFR 124 (MNR).
<input type="checkbox"/> The offeror represents that it is a woman owned small business concern (WOM).
<input type="checkbox"/> The offeror represents that it is a veteran owned small business concern (VET).
<input type="checkbox"/> The offeror represents that it is a service disabled veteran owned small business concern (DVT).
<input type="checkbox"/> The offeror represents that it is a US Small Business Administration certified 8(a) small business concern as defined in 13 CFR 124 and that no material change in ownership and/or control has occurred since it was certified by the U.S. Small Business Administration. Please note that a copy of your most recent 8(a) certification letter must be sent to Jill Clough-Johnston, Small Business Liaison Officer, Email address clough@bnl.gov .
<input type="checkbox"/> The offeror represents that it is a HUBZone small business concern (HUB) listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration. No material change in ownership and/or control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126. Please note that a copy of your most recent HUB-Zone certification letter must be sent to Jill Clough-Johnston, Small Business Liaison Officer, Email address clough@bnl.gov .



Re: Electronic Fund Transfer [AUTOMATIC DEPOSITS (ACH CREDITS)]

BROOKHAVEN NATIONAL LABORATORY
Managed by Brookhaven Science Associates, LLC
under contract to the U.S. Department of Energy

Authorization Information

BSA Procurement Representative

Seller/Company Name or DBA

Vendor Number (if applicable)

I hereby authorize Brookhaven National Laboratory/Brookhaven Science Associates to make payments to our company by initiating ACH (Automated Clearing House) credit entries or correcting entries to the account indicated below and the financial institution named below, to credit the same to such account. This authorization will remain in effect until the BNL/BSA, the Procurement Representative receives written notification to terminate same. It is my understanding that credit authorizations may be revoked only by notification by the originator as described in the rules and regulations specified by NACHA (National Automated Clearing House Association).

Financial Information

Financial Institution

Transit/ABA # (Bank 9-digit id)

Checking Account #

Email address to Confirm Transfer of Funds into Account

Print Name

Title

Telephone No

Date

Signed: _____
(Signature)

Definitions

Certifying Official

Means the individual at the organization identified in the Company Name Box that certifies the information on this form is accurate and complete. This is not a BSA Employee.

Taxpayer Identification Number (TIN)

Means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

Common Parent

Means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

For definitions of Small Business and Small Business subcategories, go to

<http://www.bnl.gov/ppm/SDB/DefinitionNAICS.asp>

Payment Requirements

Effective immediately, in order to do business with BSA, suppliers will be required to provide banking information to allow for Electronic Funds Transfer (EFT) payments. Please include a notification e-mail address where transaction postings will be sent when each transfer is completed.