Purchasing & Contract Management Department
P.O. Box 20500
El Paso, TX  79998-0500

RE:  Payee Database Addition/Modification Packet

El Paso County Community College District would like to add you (or your organization/company) to our vendor/payee database. Although there is NO GUARANTEE OF FUTURE BUSINESS, once you (or your organization/company) are in the database, should we need to issue payment to you (or your organization/company), we will be able to do so.

Before we can issue ANY payment to you, via ACH transaction ("direct deposit") or otherwise, we must ask that you complete and return the following forms:

- Vendor Master Form, 2 pages
- Conflict of Interest Questionnaire, 1 page
- IRS Form W-9, 4 pages
- Felony Conviction/Clean Air/Federal Debarment Notice, 2 pages
- ACH Direct Deposit explanation letter, Vendor Authorization Agreement, and FAQ’s, 3 pages.

Please return these forms via e-mail (kontiv11@epcc.edu), fax to 915-831-6490 or by mail to the aforementioned address. Please note that a copy of a voided check and not an actual check will suffice in completing the ACH Direct Deposit Vendor Authorization Agreement.

If you have any questions, or need additional information, you may call us at 915-831-6496 and the Purchasing Specialist will assist you.

**Please note that El Paso County Community College District cannot issue payment of any kind until these forms are received in the Purchasing and Contract Management Department.**

Thank you,

[Signature]

Ruben C. Gallardo, C.P.M.
Director, Purchasing & Contract Management Department

Enclosures
El Paso County Community College District
Purchasing Services
P.O. Box 20500
El Paso, TX 79998
Fax: 915.831.6490

Vendor Master

Action to take (Check all that applies):

- Add to Vendor’s List
- Change of Address/Remittance
- Vendor Name Change
- Add to Bidder’s List
- Add another DBA

DBA*: __________________________________________

(*Name to appear on all Purchase Orders & Checks)

Individual’s Name or Proprietor’s Name: ______________________________

Taxpayer Identification Number: _______ - _______ - _______ (SSN) _______ - _______ - _______ (EIN)

Type of Business (check all that apply):

- Corporation
- Individual/Sole Proprietor
- Partnership
- Other: ______________________________

- Manufacturer
- Service Firm
- Manufacturer’s Agent
- Distribution
- Retailer
- Wholesaler

Parent Organization: ______________________________

Subsidiary of: ______________________________

Physical Address: ______________________________

City, State, Zip Code: ______________________________

Sales Representative or Contact Person: ______________________________

Phone: (____) _______ Extension: _______ Fax: (_____) _______

Postal Box Mailing Address: ______________________________

City, State, Zip Code: ______________________________

Sales Representative or Contact Person: ______________________________

Phone: (____) _______ Extension: _______ Fax: (_____) _______

Remittance Address: ______________________________

City, State, Zip Code: ______________________________

Billing Phone: (____) _______ Fax: (_____) _______

Number of years in business under present name? ________ Present address? ________

Historically Underutilized Business (HUB)? ________ Yes ________ No

HUB Code(s) (Circle those that apply):

- Asian Pacific American
- Black American
- Hispanic American
- Native American
- Woman Owned
Note:
Please attach a copy of your condensed catalog, line card, CD-ROM catalog, etc. and mail to address at bottom of this page.

Please indicate your commodity or type of service(s):


CMBL (Centralized Master Bidders List) ID Number: 

Bid address (if applicable):

Vendor web site address:

Vendor e-mail address:

Does Vendor accept the Procurement Card? ______ Yes ______ No

Information provided by: __________________________  Date: __________________

Mail to:
El Paso Community College
Purchasing Services
P.O. Box 20500
El Paso, TX 79998

If not submitting a catalog, please fax to:

(915) 831-6490
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person who has a business relationship with local governmental entity.

2. Check this box if you are filing an update to a previously filed questionnaire.

   (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Name of local government officer with whom filer has employment or business relationship.

   Name of Officer

   This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

   A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

      Yes  No

   B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

      Yes  No

   C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

      Yes  No

   D. Describe each employment or business relationship with the local government officer named in this section.

4.

   Signature of person doing business with the governmental entity  Date

Adopted 06/29/2007
W-9
Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: □ Individual/Sole proprietor □ Corporation □ Partnership
□ Limited liability company. Enter the tax classification (D=dissolved entity, C=corporation, P=partnership) □ Exempt payee

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester’s name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<table>
<thead>
<tr>
<th>Social security number</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
</tr>
<tr>
<td>Employer identification number</td>
</tr>
</tbody>
</table>

Part II Certification

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
• An individual who is a U.S. citizen or U.S. resident alien,
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
• An estate (other than a foreign estate), or
• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:
• The U.S. owner of a disregarded entity and not the entity,
The U.S. grantor or other owner of a grantor trust and not the trust, and
• The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester.
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details).
3. The IRS tells the requester that you furnished an incorrect TIN.
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see Special rules for partnerships on page 1.

Penalties
Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions
Name
If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

Limited liability company (LLC). Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

Other entities. Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee
If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.
Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:
1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:
6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

<table>
<thead>
<tr>
<th>IF the payment is for . . .</th>
<th>THEN the payment is exempt for . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest and dividend payments</td>
<td>All exempt payees except for 9</td>
</tr>
<tr>
<td>Broker transactions</td>
<td>Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker</td>
</tr>
<tr>
<td>Barter exchange transactions and patronage dividends</td>
<td>Exempt payees 1 through 5</td>
</tr>
<tr>
<td>Payments over $500 required to be reported and direct sales over $5,000</td>
<td>Generally, exempt payees 1 through 7</td>
</tr>
</tbody>
</table>

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see Limited Liability company (LLC) on page 2), enter the owner’s SSN (or EIN, if the owner has one). Do not enter the disregarded entity’s EIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily traceable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see Exempt Payee on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. See Form 1099-MISC, Miscellaneous Income, and its instructions.

4. However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.
3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. “Other payments” include payments made in the course of the requester’s trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account: Give name and SSN of:

1. Individual
   The individual
   The actual owner of the account or, if combined funds, the first individual on the account

2. Two or more individuals (joint account)
   The minor
   The grantor-trustee

3. Custodian account of a minor
   (Uniform Gift to Minors Act)
   The actual owner
   The owner

4. a. The usual revocable savings trust (grantor is also trustee)
   b. So-called trust account that is not a legal or valid trust under state law

5. Sole proprietorship or disregarded entity owned by an individual
   The owner

For this type of account: Give name and EIN of:

6. Disregarded entity not owned by an individual

7. A valid trust, estate, or pension trust

8. Corporate or LLC electing corporate status on Form 8832

9. Association, club, religious, charitable, educational, or other tax-exempt organization

10. Partnership or multi-member LLC

11. A broker or registered nominee

12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments

*List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person’s number must be furnished.

*Circle the minor’s name and furnish the minor’s SSN.

*You must show your individual name and you may also enter your business or DBA name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

*List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund. To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal non-tax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Payors must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.
EL PASO COMMUNITY COLLEGE DISTRICT

Felony Conviction/Debarment Notice/Clean Air & Water Act Notice

ALL VENDORS MUST COMPLETE THE FOLLOWING:

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Supplier’s Name: ____________________________

Authorized company official’s name (printed): ____________________________

Date: ____________________________

Please choose one, per the below listed criteria:

1. My firm is not owned or operated by anyone who has been convicted of a felony:

   Company Representative – Printed Name ____________________________

   Signature: ____________________________

2. My firm is owned or operated by an individual(s) who has/have been convicted of a felony:

   Name of felon(s) ____________________________

   Reason for conviction: ____________________________

   Information submitted by: Print name ____________________________

   Signature: ____________________________

3. This company is a publicly held Corporation, therefore, we are exempt from this requirement.

   Company Representative – Printed Name ____________________________

   Signature: ____________________________

4. I hereby further certify that my company has not been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, “Debarment and Suspension,” as described in the Federal Register and Rules and Regulations.

   Signature of Company Official: ____________________________

5. I, the vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clear Air Act of 1970, as amended (42 U.S.C. 7606), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 11738 and Environmental Protection Agency Regulation, 40 CFR Part 31 and as required under OMB Circular A-102, the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

   Signature of Company Official: ____________________________


Texas Education Code Provision:

Notification of Criminal History of Contractor
A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

Texas Education Code 44.034 (a)

A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required in subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

Texas Education Code 44.034 (b)

This section does not apply to a publicly held corporation.

Texas Education Code 44.034 (c)
September 15, 2010

To: All El Paso County Community College District Vendors

The El Paso County Community College District (The “District”) is making a change in the way that it pays its vendors.

The District is always looking for better ways to cut operating costs and run operations more efficiently. The time has come to move forward with a plan to pay its vendors through Automated Clearing House (ACH) transactions, a form of electronic funds transfer. ACH transactions are already used by the US Government to make Social Security and other payments to many Americans. Many companies use ACH transactions to make “direct deposit” payroll and other disbursements to their employees. By switching to making all payments to vendors through ACH transactions, or “ACH Vendor Payment,” the District will be eliminating the printing and mailing of thousands of checks per year, thereby reducing operating costs.

Additionally, vendors can take advantage of the following benefits when the District implements the change:

- Generally, funds availability is quicker (mail time is eliminated)
- The vendor does not have to visit the bank or mail a check to their bank to make a deposit. Check handling is completely eliminated. Therefore, the possibility of stolen, forged, lost or misdirected checks is eliminated.

Please provide on the attached form the information requested to have your payments deposited directly into the checking or savings account you designate at your financial institution (i.e. bank, credit union, etc.). Once completed and signed, please send this form to El Paso Community College, Attn: Accounts Payable, P O Box 20500, El Paso TX 79998-0500, within fifteen (15) working days of the date of this letter.

The target implementation date for changing over completely to ACH Vendor Payment is January 31, 2011. Beyond this date, all payments made by the District to all of its vendors shall be made via ACH transaction. As this transition progresses, many vendors will see the change in the way they get paid, from physical check to ACH transaction, before this final implementation date of January 31, 2011. Some vendors may see a change as early as late September, 2010.

Of course, with every payment the District issues, you will receive a notice of deposit by e-mail. If you have any questions, please do not hesitate to contact us at 915-831-6496.

This letter, the ACH Vendor Payment Authorization Agreement, and Frequently Asked Questions can also be accessed online at www.epcc.edu/purchasing. However, the form along with a voided check drawn on the account, must be returned via US Mail to the address indicated on the form.

Thank you for your cooperation with this initiative.

Sincerely,

Fernando Flores
Comptroller
ACH VENDOR PAYMENT AUTHORIZATION AGREEMENT
PLEASE TYPE or PRINT LEGIBLY

I authorize the El Paso County Community College District (The “District”) to deposit payment for services rendered or goods provided directly into my account at the financial institution listed below. If the District erroneously deposits funds into said account, I authorize the District and the financial institution to initiate the necessary transaction(s) necessary to correct the error. This authorization will remain in effect until the District has received written notification from me of its termination and the District has had reasonable opportunity to act upon it.

<table>
<thead>
<tr>
<th>Name of the Vendor/Payee</th>
<th>Financial Institution Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor/Payee Address</td>
<td>Financial Institution Address</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Vendor/Payee E-mail for Vendor Accounts Receivable Dept.</td>
<td>Financial Institution Representative Name</td>
</tr>
<tr>
<td></td>
<td>Title</td>
</tr>
<tr>
<td>Last four (4) digits of Social Security Number</td>
<td>OR Last four (4) digits of Tax Identification Number</td>
</tr>
<tr>
<td></td>
<td>Financial Institution Telephone Number</td>
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<tr>
<td>Vendor/Payee Contact Name</td>
<td>Financial Institution Routing Number</td>
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<tr>
<td>Contact Telephone Number</td>
<td>Contact Fax Number</td>
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<td>In the future, the District may implement a system whereby purchase orders are sent to vendors via EMAIL. Please provide an email address where the District may send future purchase orders below:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the financial institution indicated above outside the United States?</th>
<th>Yes [ ] No [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name and Title of Payee Authorized Official</td>
<td>Payee Authorized Signature</td>
</tr>
</tbody>
</table>

INTERNAL USE ONLY

| Vendor ID # | Purchasing Initials | Accounts Payable Initials |

Please submit a voided check, drawn on the account listed above, with this form to El Paso Community College, Attn: Accounts Payable, P O Box 20500, El Paso TX 79998-0500. Please make sure the account number and routing number on the check match the form above.
El Paso County Community College District

ACH Vendor Payment Authorization
Frequently Asked Questions

FAQ’s

Here are some frequently asked questions and answers:

Q. What is ACH Vendor Payment?
A. ACH Vendor Payment is a system that deposits payment for goods and/or services that you have sold to El Paso County Community College District directly into your account at any financial institution that is a member of the Automated Clearing House Network.

Q. Who is eligible for ACH Vendor Payment?
A. All vendors that provide goods and/or services to El Paso County Community College District who are now being paid by check through the District’s Accounts Payable Department.

Q. What steps should I take to assure that my payment is deposited to my account?
A. Verify with your financial institution that the routing number used for wires into your account is the same as indicated on your check. If it is not the same, please obtain and provide the correct routing number from your financial institution.

Q. When will my payment be deposited in my account?
A. Your payment will be deposited into your account based on the settlement date referenced on your direct deposit advise e-mail.

Q. Is my payment safe?
A. Billions of ACH transactions were transmitted successfully across the country in 2008. This could not be done without numerous checks and balances built into the system NACHA manages the development, administration, and governance of the ACH Network. You may learn more at www.nacha.org.

Q. What do I do if for some reason my payment is not deposited into my account?
A. One of the advantages of the ACH Network is that all transactions are traceable. Simply contact the Accounts Payable supervisor at 915-831-6350, and ask that your payment be traced, starting with the originating financial institution.

Q. After I apply for ACH Vendor Payment, how soon can I expect to participate?
A. The target implementation date for changing over completely to ACH Vendor Payment is January 31, 2011. Beyond this date, all payments made by the District to all of its vendors will be made via ACH transaction. However, as the District transitions from the old “paper” method of paying vendors to ACH Vendor Payment, some vendors may begin to receive their payments via ACH transaction before January 31, 2011. In all cases, before a vendor receives their first payment via ACH transaction, they will receive an e-mail notifying them of the upcoming deposit.

Q. What happens if I change financial institutions and/or accounts?
A. In the event that you change financial institutions, or account number within the same financial institution, simply provide a new ACH Vendor Payment Authorization Agreement and a voided check and mark the “Revision” box at the top. Until your account change has been completed, you may receive your payment by mail. It is the vendor’s responsibility to advise the District of any changes and to do so in a timely manner. The District requires fifteen (15) working days to process changes.

Q. What if I want my payment to be forwarded to a financial institution outside the United States?
A. If you receive payments via direct deposit which are forwarded from a U.S. financial institution to a financial institution outside the U.S., please indicate YES in the ACH Vendor Authorization Agreement form and contact the Comptroller’s office at 915-831-6391.

Q. The District will transmit payment information AND invoice information (in the form of “addenda” information) to the vendor’s banks. What happens if my bank statement does not break down the invoices paid by the District?
A. Tell your bank that you will be receiving payments via ACH and that El Paso Community College will be including addenda information with our payment in the CCD Plus format.

Q. What do I need to do?
A. Just follow these simple steps:
   - Complete the ACH Vendor Payment Authorization Agreement.
   - Attach a voided check which clearly shows the bank account holder’s name
   - account number
   - financial institution’s name
   - routing number
   - Send the signed agreement and voided check to:

El Paso Community College
P O Box 20500
Attn: Accounts Payable
El Paso TX 79998-0500

If you have any questions about ACH Vendor Payment, contact the Accounts Payable Supervisor at 915-831-6350.