

**Company Status:**

Not Included in MnDOT’s Vendor System     Included in MnDOT’s Vendor System (updating information)

**Company Type:**

Corporation     LLC     Joint Venture     Partnership     Sole Proprietor/Independent Contractor

**Company Identification Numbers:**

Federal Tax ID Number: \_\_\_\_\_ OR (sole owner/proprietor) SSN: \_\_\_\_\_

Federal USDOT Number: \_\_\_\_\_ OR  Not Applicable (no commercial vehicles)

MN SWIFT/Vendor Number: \_\_\_\_\_

MN Tax ID Number: \_\_\_\_\_ OR  Exempt (refer to [MN Department of Revenue website](#))

MN Secretary of State File Number: \_\_\_\_\_ OR  Exempt (refer to [MN Secretary of State website](#))

MN Unemployment Account Number: \_\_\_\_\_ OR  Exempt (pursuant with [M.S. 268.035, Sub. 20](#))

MN Worker’s Comp. Policy Number: \_\_\_\_\_ OR  Exempt (pursuant with [M.S. 176.041, Sub. 1](#))

**Company Contact Information: (\* = required and must be registered with the MN Secretary of State)**

\*Company Full Legal Name: \_\_\_\_\_

\*If using an Assumed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ PO Box Number: \_\_\_\_\_ PO Box Zip Code: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Company E-Mail Address: \_\_\_\_\_

Company Website Address (if applicable): \_\_\_\_\_

**Company Officers and Email Addresses: (\* = required)**

\*Owner: \_\_\_\_\_ Email Address: \_\_\_\_\_

President: \_\_\_\_\_ Email Address: \_\_\_\_\_

Vice President: \_\_\_\_\_ Email Address: \_\_\_\_\_

Secretary: \_\_\_\_\_ Email Address: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Email Address: \_\_\_\_\_

\* Payroll Manager: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*DBE Compliance Officer: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*EEO Officer: \_\_\_\_\_ Email Address: \_\_\_\_\_

Other (Name & Title): \_\_\_\_\_ Email Address: \_\_\_\_\_

**Signature:**

I the undersigned, attest that the information provided is truthful and accurate and that I’m a legal officer of the aforementioned company.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructional Guide for Completing the Contractor Vendor Form

<b>Methods of Completing and Submitting the Contractor Vendor Form</b>	<p><b>Bidding as a Prime Contractor:</b> If bidding as a prime contractor, scan and email the completed/signed form to: <a href="mailto:biddocsubmittal.dot@state.mn.us">biddocsubmittal.dot@state.mn.us</a></p> <p><b>All other vendors (e.g., subcontractors, suppliers, etc.):</b></p> <p style="padding-left: 20px;"><b>Electronic:</b> complete all applicable fields, scan and email the form to: <a href="mailto:lcusupport.dot@state.mn.us">lcusupport.dot@state.mn.us</a></p> <p style="padding-left: 20px;"><b>Facsimile:</b> complete all applicable fields and fax to (651) 366-4249.</p> <p style="padding-left: 20px;"><b>US Mail:</b> complete all applicable fields and mail to: MnDOT LCU Support, Mail Stop 650, 395 John Ireland Boulevard, Saint Paul, MN 55155-1899.</p>
<b>Company Status</b>	<p>Before checking a box, please search for all or part of the vendor/company name in the MnDOT Contractor (Vendor) Lookup: <a href="http://transport.dot.state.mn.us/reference/refvendor.aspx">http://transport.dot.state.mn.us/reference/refvendor.aspx</a></p> <p>If the search doesn't produce a result, check the "Not Included in MnDOT's Vendor System" box.</p> <p>If the search does produce a result and it matches the vendor/company name, check the "Included in MnDOT's Vendor System (updating information)" box.</p>
<b>Company Type</b>	<p><b>Company Type:</b> Check the appropriate box based on the company's filing with the Minnesota Secretary of State.</p>
<b>Company Identification Numbers</b>	<p><b>Federal Tax ID Number or Social Security Number (SSN):</b> A unique number assigned by the Internal Revenue Service (IRS) to an individual, firm or corporation for federal tax withholding purposes. To determine whether or not a state tax ID number is needed, refer to: <a href="https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins">https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins</a>. An ITO may use his/her social security number.</p> <p><b>Federal USDOT Number:</b> A unique number assigned by the US DOT Federal Motor Carrier Safety Administration to a person or business entity that is hauling cargo or passengers in interstate or intrastate commerce. A vendor/company can access FMCSA account information by visiting: <a href="http://www.saferys.org/CompanySnapshot.aspx">http://www.saferys.org/CompanySnapshot.aspx</a>. Check the "Not Applicable (no commercial vehicles)" box if the company has no commercial vehicles.</p> <p><b>MN SWIFT/Vendor Number:</b> A unique number assigned by Minnesota Management and Budget (MMB) Office to an individual, firm or corporation that provides direct or indirect services to the State. This number is obtained by registering with MMB. Please contact MMB at (651) 201-8106 or by visiting: <a href="https://mn.gov/mmb/accounting/swift/vendor-resources/">https://mn.gov/mmb/accounting/swift/vendor-resources/</a></p> <p><b>MN Tax ID Number:</b> A unique number assigned by the Minnesota Department of Revenue to an individual, firm or corporation for state tax withholding purposes. If exempt, check the "Exempt (refer to <a href="http://mn.gov/mmb/accounting/swift/vendor-resources/">MN Department of Revenue</a> website)" box.</p> <p><b>MN Secretary of State File Number:</b> A unique number assigned by the <a href="http://mn.gov/mmb/accounting/swift/vendor-resources/">Minnesota Secretary of State</a> to a business entity that is conducting business in the state of Minnesota. If exempt, check the "Exempt (refer to <a href="http://mn.gov/mmb/accounting/swift/vendor-resources/">MN Secretary of State website</a>)" box.</p> <p><b>MN Unemployment Account Number:</b> A unique number assigned by the <a href="http://mn.gov/mmb/accounting/swift/vendor-resources/">Minnesota Department of Employment and Economic Development</a> (MnDEED) to a business entity that employs workers. Unemployment insurance provides temporary, partial wage replacement to workers who lose their job through no fault of their own. To determine if the company is exempt or excluded, please review <a href="http://mn.gov/mmb/accounting/swift/vendor-resources/">Minnesota Statute 268.035, Sub. 20</a> or contact the MnDEED at (651) 556-8425. If exempt, check the "Exempt (pursuant with M.S. 268.035, Sub. 20)" box.</p> <p><b>MN Worker's Compensation Policy Number:</b> A unique number assigned by an insurance provider, which is then provided by the vendor/company to the <a href="http://mn.gov/mmb/accounting/swift/vendor-resources/">Minnesota Department of Labor and Industry</a> (MnDLI). Worker's Compensation insurance provides benefits, health care costs, lost wages when workers are hurt on the job. To determine if the company is exempt or excluded, please review <a href="http://mn.gov/mmb/accounting/swift/vendor-resources/">Minnesota Statute 176.041, Sub. 1</a> or contact the MnDLI at (651) 284-5032. If exempt, check the "Exempt (pursuant with M.S. 176.041, Sub. 1)" box.</p>
<b>Company Contact Information</b>	<p>Provide all applicable contact information.</p>
<b>Company Officers &amp; Email Addresses</b>	<p>At a minimum, provide the Owner, Payroll Manager, DBE Compliance Officer and EEO Officer's name and email address. Other officer contact information is important, but not required.</p>
<b>Signature</b>	<p>Print name, sign and date.</p>