



Township of Maplewood

MUNICIPAL BUILDING, 574 VALLEY STREET
MAPLEWOOD, NJ 07040-2691
TELEPHONE: (973) 762-8120
FAX: (973) 762-3096

DOING BUSINESS WITH THE TOWNSHIP OF MAPLEWOOD

Both businesses and individuals must follow these easy steps in order to do business with a Municipality in the state of New Jersey.

1. Fill out a New Vendor Application (Below)
2. Fill out W9 form <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
3. Provide a copy of your NJ Business Registration Certificate (NJBRC)*
4. Fill out a Prohibited Russia-Belarus Activities & Iran Investment Activities form

NJBRC is required by law from all vendors

- Easy online process that takes about 5 minutes
- There is no charge to obtain an NJBRC
- Start here- <https://www.njportal.com/DOR/BusinessRegistration/Home/FirstStep>
 - Businesses select: Register as Business Entity
 - Individuals select: Register as a Partnership or Proprietorship

Once completed you will receive your NJBRC in the mail or electronically.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
TAXPAYER IDENTIFICATION#: 970-097-382/509
ADDRESS: 847 ROEBLING AVE
TRENTON, NJ 08611
EFFECTIVE DATE: 01/01/01

TRADE NAME: CLIENT REGISTRATION
SEQUENCE NUMBER: 0107230
ISSUANCE DATE: 07/14/04

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 332
TRENTON, N.J. 08646-0332

FOR OFFICE USE ONLY

This Certificate is NOT an invoice or registration. It must be electronically installed at above address.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT
Trade Name: CLIENT REGISTRATION
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1093907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

Once you have been added as a vendor:

- Step 1 All vendors must submit an invoice in order to receive payment
- Step 2 Vendor will receive a Purchase Order from the Township via US Mail, FAX, or Email
- Step 3 Sign and return Purchase Order (can be mailed, Emailed, Faxed, or handed in)
- Step 4 Once a signed Purchase Order is received it will be processed for payment at the next available Township Committee Meeting



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NEW VENDOR I.D. REQUEST FORM

Request Date:			
Section I - Vendor Information			
<i>Name:</i>			
<i>Address(St., City, State, Zip):</i>			
<i>Contact:</i>			
<i>Phone w/Area Code:</i>			
<i>Fax w/ Area Code / EMAIL:</i>			
<i>Federal Tax I.D. or SS#:</i>			
<i>Notes (Subject):</i>			
Section II - Requestor Information			
<i>Name:</i>			
<i>Department:</i>			
<i>Fax/Email/Ext.:</i>			
Section III - To Be Completed by the Finance Department			
<i>Processed By:</i>			
<i>Date Processed:</i>			
<i>Business Registration Request Form Mailed to New Vendor:</i>	Yes	No	<i>Notes:</i>
New Vendor I.D. (Code):			



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendorⁱ”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

- A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

- B. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

- C. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor’s Authorized Representative	Date
Print Name and Title of Vendor’s Authorized Representative	Vendor’s FEIN
Vendor’s Name	Vendor’s Phone Number
Vendor’s Address (Street Address)	Vendor’s Fax Number
Vendor’s Address (City/State/Zip Code)	Vendor’s Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).