



Contractor Vendor Form - Update form every 3 years – (Instructions page 2)

Company Type:

Corporation LLC Joint Venture Partnership Sole Proprietor/Independent Contractor LLP

Company Certification(s): DBE TGB VET NONE

Vendor Type: Prime Contractor Subcontractor Supplier Consultant

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 <https://www.revenue.state.mn.us/businesses>

MN Secretary of State File Number: _____

MN Unemployment Account Number: _____ OR Exempt (pursuant to [M.S. § 268.035, Subd. 20](#))

MN Worker’s Comp. Policy Number: _____ OR Exempt (pursuant to [M.S. § 176.041, Subd. 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: _____

Company EMail Address: _____ (for MnDOT emails)

Company Website Address (if applicable): _____

Company Officers, Phone numbers, and Email Addresses:

Owner: _____ Email Address: _____

Phone number: _____

President: _____ Email Address: _____

Phone number: _____

Vice President: _____ Email Address: _____

Phone number: _____

Payroll Manager: _____ Email Address: _____

Phone number: _____

Treasurer: _____ Email Address: _____

Phone number: _____

Secretary: _____ Email Address: _____

Phone number: _____

DBE Compliance Officer: _____ Email Address: _____

Phone number: _____

EEO Officer: _____ Email Address: _____

Phone number: _____

Signature:

I, the undersigned, attest that the information provided is truthful and accurate and that I’m a legal officer of the aforementioned company. By signing you are also acknowledging that you read the Data Privacy Notice (also called a Tennessee Warning) page 3 of this document and found at <https://www.dot.state.mn.us/const/labor/forms.html#monthendtrucking> .

Name (print): _____ Signature: _____ Date: _____

Instructional Guide for Completing the Contractor Vendor Form (Page 2 of 3)

Methods of Completing and Submitting the Contractor Vendor Form	<p>Bidding as a Prime Contractor: If bidding as a prime contractor, scan and email the completed/signed form to: biddocsubmittal.dot@state.mn.us</p> <p>All other vendors (e.g., subcontractors, suppliers, etc.):</p> <p>Electronic: complete all applicable fields, scan and email the form to: lcusupport.dot@state.mn.us</p> <p>Facsimile: complete all applicable fields and fax to (651) 366-4249.</p> <p>US Mail: complete all applicable fields and mail to: MnDOT LCU Support, Mail Stop 650, 395 John Ireland Boulevard, Saint Paul, MN 55155-1899.</p>
Company Type	Check the appropriate box based on the company's filing with the Minnesota Secretary of State.
Company Certifications	If you have been verified as a DBE (Disadvantage Business Enterprise), TGB (Targeted Group Business), VET (Veteran-owned small business)
Vendor Type	Vendor Type: Check the appropriate box based on the company type on projects. Prime – Bids on projects; Subcontractor – hired by prime or other subs to work on project; Supplier – Only supplying product to the project site (or staging).
Company Identification Numbers	<p>Federal Tax ID Number or Social Security Number (SSN): A unique number assigned by the Internal Revenue Service (IRS) to an individual, firm or corporation for federal tax withholding purposes. To determine whether a federal tax ID number is needed, refer to: Employer ID Numbers Internal Revenue Service (irs.gov). An ITO may use his/her social security number.</p> <p>Federal USDOT Number: 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: SAFER Web - Company Snapshot (dot.gov)</p> <p>MN SWIFT/Vendor Number: A unique number assigned by Minnesota Management and Budget (MMB) 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: SWIFT Vendor Resources / Minnesota Management and Budget (MMB) (mn.gov)</p> <p>MN Tax ID Number: 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 Minnesota Department of Revenue (state.mn.us) website)" box.</p> <p>MN Secretary of State File Number: A unique number assigned by the Minnesota Secretary of State to a business entity that is conducting business in the state of Minnesota. If exempt, check the "Exempt (refer to MN Secretary of State website)" box. Out of state contractors, please review the link about Foreign Corporations, Minnesota Statutes, Sec. 303.03.</p> <p>MN Unemployment Account Number: A unique number assigned by the Minnesota Department of Employment and Economic Development (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 Minnesota Statutes, Sec. 268.035, Subd. 20 or contact the MnDEED at (651) 556-8425. If exempt, check the "Exempt (pursuant to M.S. § 268.035, Subd. 20)" box.</p> <p>MN Worker's Compensation Policy Number: A unique number assigned by an insurance provider, which is then provided by the vendor/company to the Minnesota Department of Labor and Industry (MnDLI). Workers' 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 Minnesota Statutes, Sec. 176.041, Subd. 1 or contact the MnDLI at (651) 284-5032. If exempt, check the "Exempt (pursuant to M.S. § 176.041, Subd. 1)" box.</p>
Company Contact Information	Provide all applicable contact information. Company Email Address will be used for confirmation of request to sublet.
Company Officers & Email Addresses	At a minimum, provide the Owner, Payroll Manager, DBE Compliance Officer and EEO Officer's names, phone numbers, and email addresses.
Signature	Print name, sign, and date.



Data Privacy Notice (Tennessee Warning)

In submitting this vendor form to the Minnesota Department of Transportation, you are being asked to provide your federal tax identification number, which may be your Social Security number if you are a sole proprietor. Your Social Security number, in whole or in part, is private data under Minnesota Statutes, section 13.355. Before you give MnDOT permission to collect and/or release private data about you, please review the information listed on this data privacy notice (also called a Tennessee Warning).

Under Minnesota Statutes, section 16C.285, subdivisions 2 and 3, a subcontractor or motor carrier on a MnDOT construction contract must meet minimum criteria to be eligible to be awarded a subcontract regardless of the value of the subcontract. The minimum criteria includes having a valid federal tax identification number or a valid Social Security number if an individual. While you may legally refuse to supply Social Security number data, MnDOT employees need one of the two kinds of federal tax identification number in order to verify your status as a responsible contractor and process your vendor form. Your Social Security information may also be accessible to anyone you specifically authorize, pursuant to courts order, and by any other person or entity authorized by state or federal law (e.g., Attorney General's Office, Legislative Auditor's Office, and law enforcement agencies).