

**MIDLANDS TECHNICAL COLLEGE**  
**COMPANY REQUEST – VENDOR DESIGNATION FORM**  
*Due to the fact that statuses change, this form must be completed first use of each fiscal year*

**PART 1 SHALL BE COMPLETED BY VENDOR**

<b>Company Name:</b>		
<b>Mailing Address:</b>		
<b>E-Mail Address:</b>		
<b>Tax Payer Identification No.:</b>	<b>Tel No.:</b>	<b>Fax No.:</b>

Are you employed with Midlands Technical College in any capacity other than this vendor relationship?  
 Yes  No  If Yes, give job title and supervisor's name: \_\_\_\_\_

Do you have any employees currently employed with Midlands Technical College?  
 Yes  No  If Yes, give individual's name(s) and department: \_\_\_\_\_

Do you have employees? Yes  No  If yes, how many employees?

**Check appropriate box for federal tax classification. Must be the same as the W-9, but both forms are required:**

Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate  
 Limited liability company: Enter the tax classification C=C corporation, S=S corporation, P=partnership

Is Midlands Technical College your sole client? Yes  No

Do you have more than one client? Yes  No  Please explain:

I understand that if I or any of my employees become an employee of Midlands Technical College in any capacity, I must inform the Procurement Department at [bassprocurement@midlandstech.edu](mailto:bassprocurement@midlandstech.edu).

**Vendor Printed Name:**

**Signature:**

**Date:**

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**PART 2 SHALL BE COMPLETED BY MIDLANDS TECHNICAL COLLEGE**

**DEPARTMENT:**

**DEPARTMENTAL SUPERVISOR:**

Check the basic definition that applies:

**Employee:**  
 An individual who performs services for you who is subject to your control regarding what will be done AND how it will be done. (Treas. Reg 1.3121[d]-1[c][1])

**Independent Contractor:**  
 An individual who performs services for you – but you control only the result of the work.

**PROCUREMENT USE ONLY:** Completed Form on file for current fiscal year: Yes  No

Copies: Procurement  HRM  Finance

Procurement Officer:

Vendor No:

**PURSUANT TO SECTION 4-1-1-110 OF THE CODE OF LAWS OF SC AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE.**