

EASTERN ILLINOIS UNIVERSITY (EIU) CERTIFICATIONS

IMPORTANT NOTE:

All resulting contracts shall be in full compliance with the Illinois Procurement Code, 30 ILCS 500, and Illinois Public Act (P.A.) 96-0795, <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=096-0795>. The terms of this Act shall apply to the awarded vendor, contractor, bidder, offeror, respondent or proposer, hereinafter referred to as "vendor" and their subcontractors and may include but are not limited to disclosure of financial interests, annual certifications and filing of subcontracts.

The vendor shall include these terms in any subcontract and acknowledges that the State may declare any resultant contract void without penalty or obligation to pay additional compensation if any certifications are false or if a contract has been made in violation of the Procurement Code or other law.

If this is a multi-year contract, including the initial term and all optional renewals, the vendor shall reconfirm compliance with the certifications by July 1 of each year that the contract remains in effect. All subcontractors shall reconfirm compliance.

SUBCONTRACTORS: The vendor must indicate use of subcontractors. All subcontractors are required to complete Subcontractor Certifications and other required documentation. The vendor shall not utilize the services of a subcontractor in fulfilling its obligations under a contract without obtaining EIU's prior approval.

VENDOR LEGAL AUTHORIZATION (30 ILCS 500/1.15.80, 20-43): The vendor certifies it is a properly formed and existing legal entity; and as applicable, has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

ALTERATION/MODIFICATION OF ORIGINAL DOCUMENTS: The vendor certifies that no alterations or modifications may be made to the original content of this bid, request for proposal (RFP) or other procurement documents (either text or graphics and whether transmitted electronically or hard copy). Any alternate or exceptions (whether to products, services, terms, conditions or other procurement document subject matter) are apparent and clearly noted in the offered response. The vendor understands that failure to comply with this requirement may result in the offer being disqualified and, if determined to be a deliberate attempt to misrepresent the offer, may be considered as sufficient basis to suspend or debar the violating party from consideration for future contract awards.

CONFLICTING DOCUMENTS: In the event of a conflict between the contract certifications and the contract or purchase order, whichever may be the case, these contract certifications shall control.

EMPLOYMENT STATUS: The vendor certifies that if any of its personnel is an employee of the State of Illinois, they have permission from their employer to perform the service.

EDUCATIONAL LOANS (5 ILCS 385): The vendor certifies this contract is not in violation of the Educational Loan Default Act prohibiting certain contracts to individuals who are in default on an educational loan.

BRIBERY (30 ILCS 500/50-5): The vendor certifies that it is not barred from being awarded a contract. Section 50-5 prohibits a vendor from entering into a contract with a state agency if the vendor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or if the vendor has made an admission of guilt of such conduct which is a matter of record. The vendor further acknowledges that the Chief Procurement Officer (CPO) may declare the related contract void if this certification is false.

REVOLVING DOOR (30 ILCS 500/50-30): The vendor certifies that it is not in violation of the "Revolving Door" section of the Illinois Procurement Code.

COLLUSION (30 ILCS 500/50-40, 50-45, 50-50): The vendor shall report to the Illinois Attorney General and the CPO any suspected collusion or other anti-competitive practice among any vendor or employees of the State.

PROHIBITED POLITICAL CONTRIBUTION (30 ILCS 500/50-37): The vendor (as "business entity") certifies that it shall not make a prohibited political contribution.

BID-RIGGING/BID ROTATING LAW (720 ILCS 5/33E-3 and 5-33E-4): The vendor certifies neither the vendor nor any person associated with it has been barred from contracting with a unit of state or local government as a result of violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961.

FELONY (30 ILCS 500/50-10): The vendor certifies that it is not barred from being awarded a contract. Section 50-10 prohibits a vendor from entering into a contract with a state agency if the vendor has been convicted of a felony and five years have not passed from the completion of the sentence for that felony. The vendor further acknowledges that the CPO may declare the related contract void if this certification is false.

PROHIBITED VENDORS(30 ILCS 500/50-10.5): The vendor certifies that it is not barred from being awarded a contract. Section 50-10.5 prohibits a vendor from entering into a contract with a state agency if the vendor, or any officer, director, partner or other managerial agent of the vendor, has been convicted within the last five years of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 or if the vendor is in violation of subsection (e). The vendor further acknowledges that the CPO shall declare the related contract void if this certification is false.

SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECT ACT (P.A. 095-0635): The vendor certifies that it is in compliance with this Act. The Act requires, in part, that a written substance abuse prevention program which meets or exceeds the program requirements of the Act be filed with EIU prior to commencement of any work. The Act also requires the program to be made available to the general public. The provisions of the Act apply only to the extent that there is not a collective bargaining agreement in effect dealing with the subject matter of the Act.

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DRUG FREE WORKPLACE (30 ILCS 580): Requires in part, that vendors with 25 or more employees shall provide a drug free workplace as provided in the Drug Free Workplace Act. These requirements apply to orders of \$5,000 or more.

RESPONSIBLE VENDOR REQUIREMENTS (P.A. 93-0642 – 30 ILCS 500/30-22): To be considered a responsible vendor on a construction contract, a vendor must comply with all of the following requirements and must present satisfactory evidence of that compliance:

1. The vendor must comply with all applicable laws concerning the vendor's entitlement to conduct business in Illinois.
2. The vendor must comply with all applicable provisions of the Prevailing Wage Act.
3. The vendor must comply with Subchapter VI ("Equal Employment Opportunities") of Chapter 21 of Title 42 of the United States Code (U.S.C.) (42 U.S.C. 2000e and following) and with Federal Executive Order No. 11246 as amended by Executive Order No. 11375.
4. The vendor must have a valid Federal Employer Identification Number (FEIN), or if an individual, a valid Social Security Number (SSN).
5. The vendor must have a valid certificate of insurance showing the following coverage: general liability, professional liability, product liability, worker's compensation, completed operations, hazardous occupation and automobile.
6. The vendor and all vendor's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States (U.S.) Department of Labor's Bureau of Apprenticeship and Training.

RECORDS RETENTION (30 ILCS 500/20-65): The vendor (and any subcontractors) shall maintain, for a minimum of three years after completion of contract, adequate books, records and supporting documents to verify amounts, receipts and uses of all disbursements of funds passing in conjunction with this contract. Records shall be available for review and audit by the Auditor General. If this order is funded from contract/grant funds provided by the U.S. Government, the order, books and records shall be available for review and audit by the Auditor General of the U.S. and/or the Inspector General of the federal sponsoring agency. The vendor further agrees to cooperate fully with any audit and to make the books and records available to the Auditor General, CPO, internal auditor and the purchasing agency. Failure to maintain records required by this provision shall establish a presumption in favor of the State for recovery of any funds paid by the State under contract for which adequate records are not available to support their purported disbursement.

BOYCOTT (P.A. 88-671): (Pertains to orders which exceed \$10,000.) The vendor certifies neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of provisions of U.S. Export Administration Act of 1979 or the regulations of U.S. Department of Commerce promulgated under that Act.

UNLAWFUL DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY: The vendor agrees to comply with applicable provisions of the Illinois Human Rights Act (775 ILCS 5), The U.S. Civil Rights Act, the Americans with Disabilities Act, Section 504 of the U.S. Rehabilitation Act and the rules applicable to each. The equal opportunity clause of Section 750.10 of the Illinois Department of Human Rights Rules is specifically incorporated herein. The vendor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", and its amendments and as supplemented by U.S. Department of Labor regulations (41 C.F.R. Chapter 60). The vendor agrees to incorporate this clause into all subcontracts under this order.

U.S. CIVIL RIGHTS ACT/FEDERAL REHABILITATION ACT (SEC 504)/ AMERICANS WITH DISABILITIES ACT (42 U.S.C. and 12101 ET SEQ.): The vendor, its employees and subcontractors shall comply with applicable provisions of the U.S. Civil Rights Act, Section 04 of the Federal Rehabilitation Act, the Americans with Disabilities Act and applicable rules in performance under this contract.

EXCLUSIONS PARTY LIST: The vendor certifies that neither it nor any of its employees or subcontractors who may provide services pursuant to this contract are currently subject of an investigation or proceeding to exclude it as a provider under Medicare, Medicaid, any other federal or state health care program or any third party insurance program, nor is it currently excluded or debarred from submitting claims to Medicare, Medicaid or other federal or state health care program or any third party insurer. The vendor represents and warrants it has checked the U.S. General Service Administration's (GSA) Excluded Party Listing System (EPLS), which lists parties excluded from federal procurement and non-procurement programs. The EPLS website includes GSA/EPLS, the U.S. Department of Health and Human Services (HHS) Office of Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE) and the U.S. Department of Treasury's (Treasury) Specially Designated Nationals (SDN) list. The vendor also represents and warrants it has checked the Illinois Department of Public Aid (IDPA) OIG Provider Sanctions list of individuals and entities excluded from state procurement with respect to the vendor's employees and agents. See the following websites: <http://epls.arnet.gov> and <http://www.state.il.us/agency/oig/search.asp>. EIU shall terminate contract without penalty to EIU if the vendor becomes excluded during the life of this contract.

GOVERNING LAW: Notwithstanding anything in the contract or purchase order to the contrary, this transaction shall be governed by the laws of the State of Illinois.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): Many student educational records are protected by FERPA and the written authorization of student(s) must be obtained before student data can be released to anyone. The vendor shall be required to ensure all work under the contract complies with FERPA and to indemnify and hold harmless EIU from any claims, complaints and/or causes of action arising from an alleged violation of FERPA.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) (45 CFR Parts 160 and 164): The use and disclosure of patient health information and medical information is subject to compliance with applicable state and federal privacy laws. All uses and disclosure of protected health information shall be in compliance with the HIPAA of 1966 and its promulgated regulations. The vendor shall be required to indemnify and hold harmless EIU from any claims, complaints and/or causes of action arising from an alleged violation of HIPAA.

FUNDING OUT CLAUSE: Obligations of the State shall cease immediately without penalty or future payment being required if, in any fiscal year, the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available funds for purchase.

PRINTING SERVICE (50 ILCS 520/10 & 30 ILCS 500/25-60): If order is \$2,000 or more, employees producing the printing shall receive the prevailing wage rate and be working under conditions prevalent in the locality where the work is to be performed. Unless otherwise indicated, printing must be produced using soybean oil-based ink.

PREVAILING WAGE(820 ILCS 130/3 et. seq.): When applicable, all vendors must include payment of prevailing wages to all workers, in

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accordance with the Illinois Department of Labor, Rules and Regulations and the current Coles County Prevailing Wage rate table for Coles County, Illinois.

LABOR (30 ILCS 583/10): The vendor certifies no foreign-made equipment, materials or supplies furnished to the State under the contract have been produced in whole or in part by forced labor, convict labor or indentured labor under penal sanction.

ENVIRONMENTAL (30 ILCS 500/50-14): The vendor certifies it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act for a period of five years prior to the date of the bid or contract. The vendor acknowledges that EIU shall declare the contract void if this certification is false.

LEAD POISONING ACT (P.A. 94-879): if the vendor is the owner of residential rental property in Illinois, the vendor certifies that it has not committed a willful or knowing violation of the Illinois Lead Poisoning Prevention Act that has not been mitigated.

RECYCLED MATERIALS (30 ILCS 500/45-30): When a public contract is to be awarded to the lowest responsible vendor, an otherwise qualified vendor who shall fulfill the contract through the use of products made of recycled materials may, on a pilot basis or in accordance with a pilot study, be given preference over other vendors unable to do so, provided that the cost included in the bid of products made of recycled materials is not more than 10% greater than the cost of products not made of recycled materials.

DEBT DELINQUENCY (30 ILCS 500/50-11): The vendor certifies that it, and any affiliate, is not barred from being awarded a contract under this statute. Section 50-11 prohibits a vendor from entering into a contract with a state agency if the vendor knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. The vendor further acknowledges that the CPO may declare the related contract void if this certification is false.

ILLINOIS USE TAX (30 ILCS 500/50-12): The vendor certifies that it is not barred from being awarded a contract under this statute. Section 50-12 prohibits a vendor from entering into a contract with a state agency if the vendor, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The vendor further acknowledges that the CPO may declare the related contract void if this certification is false.

PROHIBITION OF GOODS FROM CHILD LABOR (P.A. 94-0264): The vendor certifies no foreign-made equipment, material or supplies furnished to the State of Illinois under the contract have been produced in whole or in part by the labor of any child under the age of twelve.

STEEL PRODUCTS (30 ILCS 565/): (Pertains to orders of \$500 or more) The vendor certifies in accordance with the State of Illinois Steel Products Procurement Act that each contract for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or more, made by a public agency shall contain a provision that steel products used or supplied in the performance of that contract or any subcontract shall be manufactured or produced in the U.S.

SUCCESSOR VENDOR CLAUSE: As provided in Section 25-80 of the Procurement Code, in order to be considered "responsible" under the Code any successor company to the winning vendor or vendor on a service contract (except for heating and air conditioning, plumbing or electrical services) must certify to EIU that it shall offer to assume the collective bargaining obligations of the prior employer relative to the services covered by the contract and shall offer employment to all employees of the prior employer who perform work similar to that covered by the contract.

ILLINOIS INFORMATION TECHNOLOGY ACCESSIBILITY ACT (IITAA) (P.A. 095-0307): The vendor certifies all information technology, including electronic information, software, systems and equipment, developed or provided under any resulting contract must comply with the applicable requirements of the IITAA Standards as posted at <http://www.dhs.state.il.us/iitaa>.

IF THIS CONTRACT IS FEDERALLY FUNDED, THE VENDOR CERTIFIES THAT:

COPELAND "ANTI-KICKBACK" ACT (18 U.S.C. 874 AND 40 U.S.C. 276c): (Pertains to construction or repair contracts over \$2,000.) The vendor and its subcontractors certify it complies with the Copeland Anti-Kickback Act which provides that each vendor or subcontractor is prohibited from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which they are otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 327-333)/ DAVIS-BACON ACT (40 U.S.C. 276A): (Pertains to construction contracts over \$2,000 and mechanics and laborers contracts over \$2,500.) The vendor certifies that it complies with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act. Section 102 requires the vendor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours with compensation of 1 ½ times the basic rate of pay for all hours worked in excess of the 40 hours. Section 107 provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

RIGHT TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT (37 CFR part 401): (Pertains to contracts for performance of experimental, developmental or research work.) Any resulting contract or agreement shall provide for the rights of the Federal Government and the recipient in any resulting invention.

CLEAN AIR ACT (42 U.S.C. 7401 et seq.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251 et seq.) as amended: (Pertains to contracts over \$100,000.) The vendor certifies that it and its subcontractor(s) comply with all applicable standards, orders or regulations issued pursuant to this Clean Air Act and this Federal Water Pollution Control Act.

DEBARMENT AND SUSPENSION (E.O.s 12549 and 12689): The vendor certifies that it is not debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352): (Pertains to contracts over \$100,000.) The vendor and its subcontractors certify that Federal appropriated funds have not and shall not be used to pay any person or organization for influencing or attempting to influence an officer or

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employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. The vendor and its subcontractor(s) shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

CONFLICT OF INTEREST (30 ILCS 500/50-13) : The vendor certifies it is not a State of Illinois employee, nor is any State of Illinois employee entitled to more than 7 ½%, or together with a spouse or minor child more than 15%, of the total distributable income of the seller. Check one:

_____ The vendor certifies that it is neither an employee of the State of Illinois (including EIU) nor the spouse or child of an employee of the State of Illinois (including EIU).

OR

_____ The vendor certifies that it is an employee of the State of Illinois (including EIU) or the spouse or child of an employee of the State of Illinois (including EIU). Indicate individual, relationship and agency or state department involved.

BUSINESS ENTERPRISE PROGRAM (BEP) (P.A. 87-701): A minority owned business is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock which is owned by one or more minority persons and the management and daily operations of which are controlled by one or more of the minority individuals who own it. Minority shall mean a person who is a citizen or lawful permanent resident of the U.S. and who is Black, Hispanic, Asian American, American Indian, Alaskan Native, female or qualified disabled person. For clarification of ethnic categories, contact the BEP of the Illinois Department of Central Management Services (CMS).

_____ Check here if you have been certified by the BEP Division of CMS and indicate your BEP # _____. We reserve the right to verify this information with CMS.

DISCLOSURE OF BUSINESS IN IRAN (P.A. 95-616): You must respond to the following request for information. Failure to respond shall disqualify your firm from consideration in this solicitation.

Does the following information apply to your firm? You must affix your signature below indicating whether the information does or does not apply to your firm.

Within the 24 months before submission of the bid, offer or proposal, the vendor, proposing entity or any of its corporate parents or subsidiaries has had business operations that involved contracts with or provision of supplies or services to:

- (a) the Government of Iran;
- (b) companies in which the Government of Iran has any direct or indirect equity share;
- (c) consortiums or projects commissioned by the Government of Iran; or
- (d) companies involved in consortiums or projects commissioned by the Government of Iran;

AND

(1) more than 10% of the company's revenues produced in, or assets located in, Iran involve oil-related activities or mineral-extraction activities; less than 75% of the company's revenues produced in, or assets located in, Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and the company has failed to take substantial action;

OR

(2) the company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, that directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

_____ **NO**, the above information does NOT apply to our firm.

_____ **YES**, the above information DOES apply to our firm. We understand that EIU is required to notify the State Comptroller of this disclosure.

PROCUREMENT OF DOMESTIC PRODUCTS ACT (P.A. 93-0954):

Check the statement below that applies to the articles you are offering in this bid/proposal:

For the purpose of this question, "manufactured in the U.S." means in the case of assembled articles that final assembly occurred in the U.S.

_____ We certify that all offered articles were/shall be manufactured in the U.S. We understand that, if we are awarded a contract based on a preference for U.S. manufactured goods under the Procurement of Domestic Products Act, this certification shall become part of the contract. And, if we knowingly supply non-U.S. manufactured goods, we shall be subject to penalties that include debarment for five years, voiding of the contract and civil damages.

_____ We are unable to certify that all offered articles were/shall be manufactured in the U.S.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS (IDHR) PUBLIC CONTRACTS NUMBER: If the vendor has employed fifteen or more full-time employees within the State of Illinois at any time during the term of this contract, then the vendor must have a current public contract number or have proof of having submitted a completed application. Complete the appropriate section below:

Name of Company (and D/B/A): _____

IDHR Public Contracts Number: _____ Date of Expiration: _____

_____ (check if applicable) The number is not required as the company has employed 14 or less full-time employees in Illinois.

OUT OF STATE PREFERENCES: If you are an out-of-state vendor (not having an establishment for transacting business within Illinois), and if your state has a preference law favoring in-state vendors, what is the percentage preference? _____%

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STATE BOARD OF ELECTIONS CERTIFICATIONS (P.A. 95-971)

Any firm or individual who wishes to submit a bid or proposal in response to this solicitation must complete the certifications below. If you do not complete the certification below (and attach a copy of the certificate of registration from the State Board of Elections, if required), your bid or proposal cannot, by law, be accepted by EIU.

Note: If you conduct \$50,000 worth of business annually with the State of Illinois (state universities, CMS, IDOT, DCFS, etc.), you are required to register with the State Board of Elections and obtain from them a certificate confirming your registration. Responses to Invitations to Bid, RFPs, Requests for Information and all other types of procurement solicitations are included in the calculation of this \$50,000 annual amount whether you receive a resulting award or not. If you do less than \$50,000 worth of business annually, you are exempt from the registration requirement. Refer to P.A. 95-971, which is available at <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0971&GA=095> and the State Board of Elections website (<https://BEREP.elections.il.gov>) for more specific information on whether you are required to register or not. You must check the line that applies to you. The vendor certifies that:

- _____ The vendor is not required to register as a business entity with the State Board of Elections pursuant to Section 20-160 of the Procurement Code;
- OR**
- _____ (a) The vendor has registered as a business entity with the State Board of Elections pursuant to Section 20-160 of the Procurement Code; (b) it has provided a copy of its Certificate of Registration with its response to this solicitation; and (c) it acknowledges a continuing duty to update its registration. **Note: You are required to provide a copy of your certificate of registration with your bid or proposal.**

TAXPAYER IDENTIFICATION NUMBER (TIN): For individuals and sole proprietors, this is your SSN. For other entities, it is the FEIN. The FEIN shall not be used for sole proprietorships. If you fail to furnish the correct TIN to EIU, you are subject to an IRS penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

LEGAL STATUS: Under penalties of perjury, I certify _____ is my correct FEIN/SSN or I am waiting for a number to be issued to me, **and** 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** I am a U.S. person (including a U.S. resident alien). I am doing business as a: (CHECK WHERE APPROPRIATE)

- | | |
|---|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Pharmacy (Non Corp.) |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp) |
| <input type="checkbox"/> Partnership/Legal Corporation | Other: _____ |
| <input type="checkbox"/> Tax Exempt | |
| <input type="checkbox"/> Corporation providing or billing medical and/or health care services | <input type="checkbox"/> Limited Liability Company (select applicable tax classification) |
| <input type="checkbox"/> Corporation NOT providing or billing medical and/or health care services | <input type="checkbox"/> D = disregarded entity |
| <input type="checkbox"/> Governmental | <input type="checkbox"/> C = corporation |
| <input type="checkbox"/> Nonresident Alien | <input type="checkbox"/> P = partnership |
| <input type="checkbox"/> Estate or Trust | |

If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's TIN. For all other entities, enter the name of the entity as used to apply for the entity's TIN.

COMPANY NAME _____ TELEPHONE _____ FAX _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ EMAIL _____

SIGNATURE _____ Title _____ Date _____

PRINT NAME _____

WILLFULLY FALSIFYING CERTIFICATIONS OR AFFIRMATIONS MAY RESULT IN CRIMINAL PENALTIES INCLUDING FINES AND/OR IMPRISONMENT.

NOTE: EIU pays all invoices pursuant to the State of Illinois Prompt Payment Act (30 ILCS 540).

This form is mandatory. Be certain you have completed all necessary information.