

Consultant Information Form

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|---|--------------------------------|--|----------------------|
| Firm Name: | | FYE Date: | Number of Employees: |
| Address: | | | |
| City: | State: | Zip Code: | County: |
| Phone: | Fax: | Company Web Site: | |
| Remit to Address: | | | |
| City: | State: | Zip Code: | County: |
| Phone: | | Fax: | |
| Statewide Vendor Number (SWV) for Remit to Address: | | Federal Tax ID Number or Social Security Number: | |
| Unified Business Identifier Number (UBI): | | Date Universal Numbering System (DUNS) Number: | |
| Year Firm Established: | D/M/WBE Certification Number:: | NAICS Code & Code Name: | |
| State Certification Number: | | Veteran Certification Number: | |
| Proposed Project Manager: | | Email: | |
| Contact Person for this Submission: | | Email: | |

Firm Type:

- Sole Proprietor
 Partnership
 C – Corp.
 Limited Partnership
 Subchapter S Corp.
 Limited Liability Company

Annual Gross Receipt:

- \$0 to \$1 Million
 \$1 Million to \$5 Million
 \$5 Million to \$10 Million
 \$10 Million to \$15 Million
 Over \$15 Million

Note:

Firm Name: Please *do not* use: dba’s – doing business as; combination names when two firms are working together, unless the combination name is the formation of a legally registered new company such as a joint venture; derivatives of your legal name; acronyms; etc. The firm name shown must be your firm’s legal name.

Federal Tax ID Number: Your Federal Tax ID number must be that number registered to your legal firm name. If you do not have a Federal Tax ID number, please use your social security number.

Unified Business Identifier (UBI) Number: Your firm will be **REQUIRED** to acquire a UBI Number prior to execution of an agreement and/or being approved as a Sub-consultant to an existing agreement. This is a Washington State Business license and can be acquired by contacting the Washington State Department of Revenue web site at www.dor.wa.gov.

Statewide Vendor (SWV) Number: The Statewide Vendor (SWV) Number is **REQUIRED** for vendors to receive payments. If your firm doesn’t already have an SWV number, your firm will be required to acquire a SWV number prior to execution of an agreement. Please contact WSDOT TRAINS Help Desk at 360-705-7514 for assistance.

FYE Date: Your firm’s fiscal year end date.

It is critical that your firm name is your legal firm name and that it is the same name assigned to your Federal Tax ID number and is the same name utilized for your SWV number.