

## Library of Congress Vendor Information Request

CEC / DUNS Number + Four _____		Please Fax to Office of Contracts and Grants Management (202) 707-8611 or LOC Office:
SSN / TIN _____	Corporations of partnerships use Federal Taxpayer Identification Number (TIN) Independent contractors or sole proprietors use Social Security Number (SSN) Foreign firms without TIN, do not enter number.	
<b>VENDOR TYPE</b>		
1. Employee	2. Federal	3. Nonfederal
<b>TYPE OF BUSINESS</b>		
1. Small Disadvantaged Business 2. Other Small Business 3. Large Business 4. Sheltered Workshop 5. Nonprofit Educational Organization 6. Nonprofit Hospital	7. Other Nonprofit Organization 8. State/Local Government Education 9. State/Local Government Hospital 10. Other State/Local Government 11. Federal Government – Non Dept. 12. Federal Government – Within Dept.	13. Federal Government – Within Bureau 14. Foreign Contractor 15. Domestic Contractor 16. Woman Owned Business 17. Minority Owned Business 18. Emerging Small Business
NAME OF BUSINESS OR INDIVIDUAL		ALTERNATE NAME / DOING BUSINESS AS
PRIMARY CONTACT NAME	TELEPHONE NUMBER	E-MAIL ADDRESS
FINANCIAL CONTACT NAME	TELEPHONE NUMBER	E-MAIL ADDRESS
<b>SIC CODE</b>	<b>PRIMARY BUSINESS PRODUCT</b>	
<b>MAILING ADDRESS</b>		
ADDRESS LINE 1 (P.O. Box, or Number and Street)		
ADDRESS LINE 2 (Building, Suite, etc.)		
CITY	STATE	ZIP CODE
		COUNTRY
TELEPHONE NUMBER		FAX NUMBER
<b>REMITTANCE ADDRESS (Complete only if different than the address above)</b>		
ADDRESS LINE 1 (P.O. Box, or Number and Street)		
ADDRESS LINE 2 (Building, Suite, etc.)		
CITY	STATE	ZIP CODE
		COUNTRY
TELEPHONE NUMBER		FAX NUMBER
<b>ACH FINANCIAL INSTITUTION INFORMATION</b>		
FINANCIAL INSTITUTION NAME		ROUTING / ABA NUMBER
ACCOUNT NUMBER	TYPE	Corporate Checking      Lockbox Personal Checking      Savings
CITY	STATE	ZIP CODE
		COUNTRY
ACCOUNT TITLE (if different than name of business or individual)		
<b>CERTIFICATION OF INFORMATION</b>		
I understand that the Library of Congress will make payments by ACH and have provided ACH financial institution information.		
NAME	TITLE/POSITION	TELEPHONE NUMBER
SIGNATURE		DATE
<b>FOR LICENSING DIVISION USE ONLY</b>		
LEGAL NAME (AS ON STATEMENT OF ACCOUNT)	ID#	PERIOD
		TYPE

The Library of Congress maintains a website which provides information regarding the status of vendor invoices, invoice payments, and other transactions at: <http://lcweb.loc.gov/fsd>