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# **Vendor Information**

*Guide for Doing Business with Cal State Fullerton*

**Contracts and Procurement**  
**June 2009**

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**The Cal State Fullerton Campus**

Cal State Fullerton is one of 23 campuses in the California State University system, the largest, most diverse and one of the most affordable university systems in the country.

The main campus was founded in 1957 by act of the California Legislature. Classes began in fall 1959 in facilities leased from the Fullerton Union High School District, and classes on the main campus site began in fall 1960. The campus is located on 236 acres, bounded on the east by the Orange Freeway (Route 57), on the south by Nutwood Avenue, on the west by State College Boulevard and on the north by Yorba Linda Boulevard. The main campus address is 800 N. State College Blvd., Fullerton, CA 92831-3599.

As part of The California State University, Cal State Fullerton is subject to policies established by the California Legislature and the CSU Board of Trustees. Governance at the campus level is the responsibility of the President. The President has delegated authority to the Contracts and Procurement Office to enter into contracts for materials, supplies, equipment, services and construction projects.

**Contracts and Procurement**

Contracts and Procurement resides within the Department of Financial Services in the Division of Administration and Finance. Contracts and Procurement provides procurement support to the campus community in obtaining goods and services necessary to accomplish the University's mission, utilizing professional contracting and purchasing practices.

General Information

Physical Address:	2600 E. Nutwood Avenue, Suite 300 Fullerton, CA 92831
Mailing Address:	P.O. Box 6808 Fullerton, CA 92834-6808
General Office Phone:	657/278-2411
General Office Fax:	657/278-5230
Office Hours:	Monday – Friday, 8:00 a.m. – 5:00 p.m., except for legal and CSU holidays
Questions/Adding to Bid List:	Email <a href="mailto:procurement@fullerton.edu">procurement@fullerton.edu</a>
Buy Recycled Coordinator:	Hector Muniz 657/278-5136
Small Business/DVBE Coordinator:	Hector Muniz 657/278-5136

**Our Mission**

Contracts and Procurement will advance University objectives with timely acquisition and quality goods and services through:

- Supporting the University's commitment to provide quality education for all students
- Establishing effective partnerships between the University, other CSU campuses, non-profit and public agencies, and our valued suppliers
- Striving to meet the needs of all customers
- Incorporating "leading edge" procurement strategies and "best practice" processes
- Training, motivating and challenging our campus community towards excellence and "proactive" team involvement
- Consistent application of State, CSU and institutional policies to ensure appropriate stewardship of public and private funds

**Our Vision**

The vision of Contracts and Procurement is to become a leader in innovative and technologically proficient procurement operations. This shall be accomplished through collaborative stakeholder involvement promoting an environment inspiring creativity, producing challenge and empowering everyone to continually strive for excellence.

**Procurement of Goods**

C&P will issue a purchase order for the acquisition of goods after receipt of an approved department request. The purchase order may be mailed or faxed to the vendor and it will be the vendor's responsibility to advise the appropriate buyer listed on the order if the requested delivery date cannot be met.

**NOTE:** Purchases made in the name of the university without an authorized purchase order is considered a personal obligation of the individual making the purchase and not a binding obligation of the university.

**Procurement of Services**

C&P will issue a purchase order or service agreement/contract for the acquisition of various services after receipt of an approved department request. Services include but are not limited to consulting, equipment rental, property leases, maintenance and independent contractor work.

Services are subject to the CSU General Provisions for Service Acquisitions, which may be found at <http://www.calstate.edu/CSP/crl/GP/GP.shtml>.

**NOTE:** Services requested in the name of the university without an authorized purchase/service order are considered a personal obligation of the individual making the request and not a binding obligation of the university.

### **Construction Projects**

Construction projects are administered at the campus level. Major Capital Projects have a value greater than \$400,000 and Minor Capital Projects have a value of less than \$400,000. Contracts and Procurement obtains bids for each project following new and traditional methods of construction procurement in accordance with SUAM 9000 guidelines.

No bids are required for projects under \$5,000 and award may be made without competition. Public Works Minor Capital Projects from \$5,000 to \$400,000 require at least three competitive bids and are often processed through the Job Order Contract process.

Public Works Major Capital Projects valued at \$400,000 or greater are subject to the bidding provisions of the Public Contract code and CSU Contract law. Contractors must be pre-qualified through the CSU Office of the Chancellor for projects greater than \$400,000.

Professional services agreements (services related to public works projects, architect or engineer agreements) may be awarded in any amount after negotiation. Architects and engineers must be pre-qualified through the CSU Office of the Chancellor.

All public works projects require legal counsel approval. In addition to Legal Counsel, only Contracts and Procurement is authorized to sign or approve construction agreements.

### **Bid Thresholds**

Acquisitions less than \$50,000 do not require competition unless the university determines that competition is necessary to develop sources, validate prices or for other sound business reasons.

Acquisitions greater than \$50,000 and less than \$100,000 may be awarded to a Certified Small Business as long as the buyer has obtained price quotations from two or more Certified Small Businesses.

Acquisitions of \$50,000 or greater are formally bid and awarded to the lowest responsible bidder meeting specifications, except in cases when it has been determined that only one source or one brand or trade name will properly meet the university's needs.

### **The Bidding Process**

Invitation for Bid (IFB) and Request for Proposal (RFP) are formal solicitation methods for the acquisition of goods or services. Contracts and Procurement will advertise formal solicitations for goods or services greater than \$50,000 in the California State Contracts Register (CSCR) and furnish bid documents upon written request from interested bidders. The bid or proposal will indicate a specific date and time for the sealed bid responses to be publicly opened and read. Bids received after the closing date and time will be rejected.

After the bid opening, Contracts and Procurement will begin the evaluation process to determine the lowest responsive and responsible bidder in accordance with the evaluation criteria listed in the bid or proposal.

State contracting opportunities may be viewed at <http://www.cscr.dgs.ca.gov/cscr/>.

### **Insurance Requirements**

Vendors providing services to Cal State Fullerton are required to provide evidence of general liability insurance and an additional insureds policy endorsement prior to commencement of services. Reference Appendix A, CSU Insurance Requirements for General Services, for specific requirements and limits.

### **Deliveries**

Deliveries may be made to the Receiving department, 800 N. State College Blvd., Fullerton, CA 92831, between 7:30 a.m. and 4:30 p.m. Reference the purchase order number on the packing slip. Shipping and Receiving may be reached at 657/278-2531.

### **Invoices**

Vendors should forward all invoices to the Accounts Payable Office, CP- 300, P.O. Box 6808, Fullerton, CA 92834-6808. Reference the purchase order or contract number on the document to prevent delays in processing payments. Accounts Payable may be contacted by phone at 657/278-4278 or by email at [AP@fullerton.edu](mailto:AP@fullerton.edu).

### **Vendor Data Record**

All vendors doing business with the State of California are required to complete a Vendor Data Record, Form 204, prior to payment. This information is utilized for 1099 reporting and for withholding on payments to nonresident vendors. Timely completion of this form will ensure payments will be processed without delay. Additional information may be found at [http://finance.fullerton.edu/Controller/AccountsPayable/Forms/VD204\\_Form.pdf](http://finance.fullerton.edu/Controller/AccountsPayable/Forms/VD204_Form.pdf).

### **Small and Micro Businesses**

Cal State Fullerton makes a diligent effort to meet the goals established by the Office of Small Business and DVBE Services for small business vendors, including micro businesses, in the acquisition of goods, services, and information technology and construction projects.

A small business is defined as:

- An independently owned and operated business
- Not dominant in its field of operation
- The principal office is located in California
- The officers are domiciled in California

- Together with affiliates is either:
  - A service, construction or non-manufacturing business with 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or
  - A manufacturer with 100 or fewer employees.

A micro business is defined as a small business that, together with affiliates, has average annual gross receipts of two million five hundred thousand dollars (\$2,500,000) or less over the previous three years, or is a manufacturer. Micro-businesses are extended the same preferences and incentives applicable to certified small businesses.

#### Small Business Preference

A certified small business may claim a 5% small business preference for applicable solicitations provided evidence of certification from the Office of Small Business and DVBE Services is submitted (copy of the OSDS approval letter) to Contracts and Procurement.

For additional information, visit the Office of Small Business and DVBE Services website at <http://www.pd.dgs.ca.gov/smbus/default.htm>.

#### **Disabled Veteran Business Enterprise**

Cal State Fullerton makes a diligent effort to meet the 3% participation goal established by the state for Disabled Veteran Business Enterprises. A disabled veteran business enterprise must meet the following:

- At least 51% owned by one or more disabled veterans
- Managed by and daily business operations are controlled by one or more disabled veterans
- Home office located in the U.S.
- Certified by the State of California and perform a commercially useful function under the above referenced codes

For DBVE certification purposes, a disabled veteran is defined as:

- A veteran of the U.S. military, naval or air service
- The veteran must have a service-connected disability of at least 10% or more
- The veteran must be domiciled in California

For additional information, visit the Office of Small Business and DVBE Services website at <http://www.pd.dgs.ca.gov/smbus/default.htm>.

**Parking**

Parking regulations are enforced in **all** lots, including 30 minute zones (green curbs), on Monday through Thursday from 7:00 AM to 10:00 PM and Friday from 7:00 AM to 5:00 PM.

Parking regulations are enforced **24 hours daily** for red curb/fire lanes, 15 minute time zones, state and service / maintenance stalls, disabled stalls, loading zones white and yellow curb.

For general information, Parking and Transportation Services may be reached at 657-278-3082 or visit <http://parking.fullerton.edu>. Driving directions and a bird's-eye view of the campus may be found at <http://www.fullerton.edu/campusmap/CampusMap.htm>.

**NAEP Code of Ethics**

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal stature and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and /or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and a courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial, and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair ethical and legal trade practices.
12. Counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.

Adopted by Contracts and Procurement at Cal State Fullerton

**Staff Contact List**

<b>Name</b>	<b>Title</b>	<b>Telephone</b>	<b>Email</b>
Jeanie Aguilar	Contract Analyst	657/278- 3944	<a href="mailto:jaguilar@fullerton.edu">jaguilar@fullerton.edu</a>
Cynthia (Tia) Damron	Contract Analyst	657/278-5492	<a href="mailto:cdamron@fullerton.edu">cdamron@fullerton.edu</a>
Sue-Ellen Fox	Administrative Support Coordinator	657/278-2906	<a href="mailto:sfox@fullerton.edu">sfox@fullerton.edu</a>
Donald W. Green	Director	657/278-2413	<a href="mailto:dgreen@fullerton.edu">dgreen@fullerton.edu</a>
Michael Hirsch	Buyer III	657/278-5224	<a href="mailto:mhirsch@fullerton.edu">mhirsch@fullerton.edu</a>
Hector Muniz	Buyer III Small Business/DBVE Coordinator Buy Recycled Corrdinator	657/278-5136	<a href="mailto:hmuniz@fullerton.edu">hmuniz@fullerton.edu</a>
Michael Pruitt	Procurement Programs Specialist	657/278-3758	<a href="mailto:mpruitt@fullerton.edu">mpruitt@fullerton.edu</a>
Donna Reeson	Buyer III	657/278-2412	<a href="mailto:dreeson@fullerton.edu">dreeson@fullerton.edu</a>
Angela Warren	Buyer III	657/278-4532	<a href="mailto:awarren@fullerton.edu">awarren@fullerton.edu</a>
Sally Yassine	Associate Director	657/278-4503	<a href="mailto:syassine@fullerton.edu">syassine@fullerton.edu</a>

**Staff Contacts by Commodity/Service**

<p><b>Jeanie Aguilar</b>                  Contract Analyst                  657-278-3944  <a href="mailto:jaguilar@fullerton.edu">jaguilar@fullerton.edu</a></p> <p>Capital Projects                  Carpeting                  Courier Services                  Facility Use Agreements                  Feasibility Studies                  Housing (Public Works)                  Job Order Contracts                  Miscellaneous Signage                  Plant Agreements                  Professional Agreements</p>	<p><b>Tia Damron</b>                  Contract Analyst                  657-278-5492  <a href="mailto:cdamron@fullerton.edu">cdamron@fullerton.edu</a></p> <p>Athletics                  Auxiliary Contract Review                  CalState TEACH                  Commencement                  Fundraiser Events                  Health Tests/Exams                  Housing(Non-Public Works)                  Parking                  Safety/Security                  Services by Individuals                  Student Health Center                  Teaching Agreements                  Theatre/Music                  Titan Card Program                  UEE Class/Training Programs</p>	<p><b>Hector Muniz</b>                  Buyer III                  657-278-5136  <a href="mailto:hmuniz@fullerton.edu">hmuniz@fullerton.edu</a></p> <p>Automobiles/Carts                  Bus/Transportation                  Copier Program                  Furniture                  Group II                  Mailing Services                  Office Moving Services                  Physical Plant                  Police Equipment                  Printed/Printed Materials</p> <p><b><i>Small Business/DVBE                  Coordinator                  Buy Recycled Coordinator</i></b></p>
<p><b>Michael Pruitt</b>                  Procurement Programs                  Specialist                  657-278-3458  <a href="mailto:mpruitt@fullerton.edu">mpruitt@fullerton.edu</a></p> <p>OfficeMax Program                  Procurement Card Program</p>	<p><b>Donna Reeson</b>                  Buyer III                  657-278-2412  <a href="mailto:dreeson@fullerton.edu">dreeson@fullerton.edu</a></p> <p>Advertising                  Banquet/Reception/Catering                  Chemicals/Solvents                  Honorariums/Stipends                  Mailroom Equipment                  Orders Placed via P-Card                  Promotional Items                  Scientific/Lab Equipment                  Services by Individuals                  Testing/Measuring Equipment</p>	<p><b>Michael Hirsch</b>                  Buyer III                  657-278-5224  <a href="mailto:mhirsch@fullerton.edu">mhirsch@fullerton.edu</a></p> <p>Audio/Visual                  Computers                  Equipment Leasing                  IT Peripherals and Supplies                  Software                  Telecommunications</p>
<p><b>Angela Warren</b>                  Buyer III                  657-278-4532  <a href="mailto:awarren@fullerton.edu">awarren@fullerton.edu</a></p> <p>Appliances                  Associated Students (ASI)                  Camera/Photography                  Clinical/Nursing Agreements                  International Agreements                  Internship/Service Learning                  Sports Medicine Agreements</p>		

**CSU INSURANCE REQUIREMENTS  
FOR GENERAL SERVICES**

CSU Executive Order 849 requires all vendors providing services to CSU campuses to provide evidence of Insurance with **additional insureds policy endorsement** as stated below. Evidence of insurance and policy endorsement must be provided **prior** to commencement of services.

General Liability: comprehensive or commercial form minimum limits each Occurrence \$1,000,000, General Aggregate \$2,000,000.

Employer Liability: \$1,000,000.

Business Automobile Liability: minimum limits for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence.

Workers' Compensation: as required under California State Law.

1. Contractor shall furnish to the University prior to the commencement of work an underwriter's endorsement with a certificate of insurance stating that there is insurance presently in effect for the contractor that, as a minimum, meets the requirement contained herein.

2. The certificate of insurance shall provide:

- (a) That the insurer will not cancel the insured's coverage without thirty (30) days prior notice to the University;
- (b) That the acceptability of Insurers rating shall be AM Best - AVII or equivalent unless otherwise agreed to by the University,
- (c) That the State of California, the Trustees of the California State University, the University, and the employees, officers, and agents of each of them, are included as additional insureds, but only insofar as the operations under this contract are concerned;
- (d) That the State, the Trustees, and the University, and the employees, officers, and agents of each of them will not be responsible for any premiums or assessments on the policy.

3. Contractor agrees that the bodily injury liability insurance herein provided shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of the University, and the contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event contractor fails to keep in effect at all times insurance coverage as herein provided, the University may, in addition to any other remedies it may have, terminate this contract upon the occurrence of such event.

**VENDOR DATA RECORD**

(Required in lieu of IRS W-9 when doing business with the State of California)  
Form 204 (CSUF 02/06)

Clear Form

Print Form

ALL SECTIONS (2 THROUGH 8) MUST BE COMPLETED

<p>Section 1 <b>Please Return To:</b></p>	<p><b>California State University - Fullerton</b> <b>Division of Administration and Finance - Accounts Payable</b> <b>P.O. Box 6808 or 2600 E. Nutwood Suite 300</b> <b>Fullerton, CA 92834 - 6808 Fullerton, CA 92831</b> <b>(714)278-4278 (714)278-5816 (FAX)</b></p>	<p>PURPOSE: Information contained in this form will be used by state agencies to prepare Information Returns (form 1099) and for withholding on payments to nonresident vendors. Prompt and accurate completion of this form will prevent delays when processing your payments. (See <i>Privacy Statement on Page 2</i>)</p>							
<p>Section 2 <b>Name and Address</b></p>	<p>Vendor's Business Name:</p>	<p>Phone:</p>							
<p></p>	<p>Sole Proprietor Owner's Full Name (last, first, MI):</p>	<p>Fax:</p>							
<p></p>	<p>Mailing Address (number and street or P.O. Box No.):</p>	<p>Email:</p>							
<p></p>	<p>City, State and Zip Code:</p>	<p>Web Address:</p>							
<p>Section 3 <b>Vendor Entity Type</b></p>	<p><input type="checkbox"/> MEDICAL CORPORATION                      <input type="checkbox"/> PARTNERSHIP/LLC <input type="checkbox"/> EXEMPT CORPORATION (Non-profit)            <input type="checkbox"/> ESTATE/TRUST <input type="checkbox"/> ALL OTHER CORPORATIONS                    <input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETOR</p>		<p>Note: Federal, state and local entities (including school districts) are not required to submit this form</p>						
<p>Section 4 <b>Vendor's Taxpayer I.D. Number</b></p>	<p>If Vendor Entity Type is CORPORATION, PARTNERSHIP, ESTATE OR TRUST, enter: Federal Employer Identification No. _____ If Vendor Entity Type is INDIVIDUAL/SOLE PROPRIETOR, enter: Social Security No. _____</p> <p>Note: Payment cannot be processed without a Taxpayer I.D. Number</p>		<p>Note: Social Security Numbers are required for individual/sole proprietor by authority of the revenue and tax code Section 18646(see instructions)</p>						
<p>Section 5 <b>Small Business DVBE Information</b></p>	<p><b>Check all boxes that apply</b></p> <p><input type="checkbox"/> California Certified Small Business                      OSBCR Certification Reference Number: _____ <input type="checkbox"/> California Certified Disabled Veteran                      OSBCR Certification Reference Number: _____</p>								
<p>Section 6 <b>Vendor Activity</b></p>	<p><b>Check the box which describes your primary business</b></p> <p><input type="checkbox"/> EQUIPMENT &amp; SUPPLIES                      <input type="checkbox"/> ATTORNEY FEES                      <input type="checkbox"/> PRIZES &amp; AWARDS <input type="checkbox"/> SERVICES - NON-MEDICAL                      <input type="checkbox"/> LEGAL SETTLEMENT                      <input type="checkbox"/> ROYALTIES <input type="checkbox"/> SERVICES-MEDICAL                      <input type="checkbox"/> CLAIMANT PAID                      <input type="checkbox"/> OTHER (SPECIFY) _____ <input type="checkbox"/> RENT                      <input type="checkbox"/> INTEREST</p>								
<p>Section 7 <b>Vendor Residency Status</b>  <b>For Tax Purposes</b>  <b>All Payments made by the University are Subject to Federal and California State Tax Laws</b></p>	<p><b>Check all boxes that apply</b> <b>Federal Income Tax Withholding Status (Applies to Individuals Only):</b></p> <p><input type="checkbox"/> I am a U.S. Citizen                      <input type="checkbox"/> I am a Permanent Resident Alien and I have a Green Card <input type="checkbox"/> I am not a U.S. Citizen and I do not have a Permanent Resident Green Card</p> <p><b>Note: All Foreign Citizens/Entities must complete a tax analysis before payments can be made.</b></p> <p><input type="checkbox"/> Tax Exempt by Tax Treaty                      County of Residency: _____ <input type="checkbox"/> All services related to this payment are performed outside of the United States.</p>		<p><b>Note: Prior to making payments to foreign citizens.</b> United States tax laws require all employers to perform a tax analysis with respect to country of citizenship to determine residency for Federal tax purposes. (Please see <b>Page 2</b>)</p>						
<p></p>	<p><b>California State Tax Withholding Status (Applies to all Vendors):</b></p> <p><input type="checkbox"/> California Resident - Qualified to do business in CA or have a permanent place of business in CA. <input type="checkbox"/> California Nonresident (See <b>Page 2</b>) - Payments to CA non residents may be subject to state taxes. <input type="checkbox"/> A Waiver from CA state tax withholding is attached (From the California Franchise Tax Board). <input type="checkbox"/> All services related to this payment are performed OUTSIDE of the State of California.</p>		<p><b>Note: An estate is a resident if decedent was a California resident at time of death.</b> A trust is resident if one or more trustees are CA residents. Rules for assessing State taxes differ significantly from Federal tax rules. (Please see <b>Page 2</b>)</p>						
<p>Section 8 <b>Certifying Signature</b></p>	<p><i>I hereby certify under penalty of perjury that the information provided on this document is true and correct. If my residency status should change, I will promptly inform you.</i></p> <table border="1"> <tr> <td data-bbox="284 1680 998 1753"> <p><b>AUTHORIZED VENDOR REPRESENTATIVE'S NAME (TYPE OR PRINT)</b></p> </td> <td colspan="2" data-bbox="998 1680 1523 1753"> <p><b>TITLE</b></p> </td> </tr> <tr> <td data-bbox="284 1753 998 1806"> <p><b>SIGNATURE</b></p> </td> <td data-bbox="998 1753 1185 1806"> <p><b>DATE</b></p> </td> <td data-bbox="1185 1753 1523 1806"> <p><b>PHONE</b></p> </td> </tr> </table>			<p><b>AUTHORIZED VENDOR REPRESENTATIVE'S NAME (TYPE OR PRINT)</b></p>	<p><b>TITLE</b></p>		<p><b>SIGNATURE</b></p>	<p><b>DATE</b></p>	<p><b>PHONE</b></p>
<p><b>AUTHORIZED VENDOR REPRESENTATIVE'S NAME (TYPE OR PRINT)</b></p>	<p><b>TITLE</b></p>								
<p><b>SIGNATURE</b></p>	<p><b>DATE</b></p>	<p><b>PHONE</b></p>							

**ARE YOU A RESIDENT OR NONRESIDENT?**

Each corporation, individual/sole proprietor, partnership, estate, or trust doing business with the State of California must indicate residency status along with their vendor identification number.

A **corporation** if it has a permanent place of business in California. The corporation has a permanent place of business in California if it is organized and existing under the laws of this state or, if a foreign corporation has qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in this state only if it maintains a permanent office in this state that is permanently staffed by its employees.

For **individual/sole proprietors**, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose which will extend over a long or indefinite period will be considered a nonresident.

For withholding purposes, a **partnership** is considered a resident partnership if it has a permanent place of business in California. An estate is considered a California estate if the decedent was a California resident at the time of death and a trust is considered a California trust if at least one trustee is a California resident.

More information on residency status can be obtained by calling the Franchise Tax Board at the numbers listed below:

From within the United States, call 1-800-852-5711  
From outside the United States, call 1-916-845-6500  
For hearing impaired with TDD, call 1-800-822-6268

**ARE YOU SUBJECT TO NONRESIDENT WITHHOLDING?**

Payments made to nonresident vendors including corporations, individuals, partnerships, estates and trusts are subject to income tax withholding. Nonresident vendors performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no California tax withholding is required if total payments to the vendor are \$1500 or less for the calendar year.

A nonresident vendor may request that income taxes be withheld at a lower rate or waived by sending a completed form FTB 588 to the address below. A waiver will generally be granted when a vendor has a history of filing California returns and making timely estimated payments. If the vendor activity is carried on outside of California or partially outside of California, a waiver or reduced withholding rate may be granted. For more information, contact:

Franchise Tax Board  
Withhold at Source Unit  
Attention: State Agency Withholding Coordinator  
P.O. Box 651  
Sacramento, CA 95812-0651  
Telephone: (916)845-4900  
Fax: (916)845-4831

If a reduced rate of withholding or waiver has been authorized by the Franchise Tax Board, attach a copy to this form.

**FOREIGN CITIZENS and FOREIGN BUSINESSES**

Federal tax withholding regulations differ significantly from California tax withholding requirements. A tax analysis consultation and additional forms must be completed before a payment can be released.

**Privacy Statement**

Section 7(b) of the Privacy Act of 1974 (Public Law 93-5791) requires that any federal, state, or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State must provide their Taxpayer Identification Number (TIN) as required by Revenue and Taxation Code Section 18646, to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by Internal Revenue Code Section 6109(a). The TIN for individuals and sole proprietorships is the Social Security Number (SSN).

**It is mandatory to furnish the information requested. Federal law requires that payments for which the requested information is not provided be subject to a 31% withholding and state law imposes noncompliance penalties up to \$20,000.**

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency (ies) with which you transact that business.

Please call the Department of Finance, Fiscal Systems and Consulting Unit at (916)324-0385 if you have any questions regarding this Privacy Statement. Questions related to residency or withholding should be referred to the telephone numbers listed above. All other questions should be referred to the requesting agency listed in section I.

Note: An estate is a resident if decedent was California resident at time of death. A trust is a resident if one or more trustees have California residency.  
Rev 02/06



- AF** Anderson Field
- B** Bookstore/Titan Shops
- BA** Becker Amphitheater
- CC** Children's Center
- CJ** Carl's Jr.
- CP** College Park
- CY** Corporation Yard
- CS** Computer Science
- DBH** Dan Black Hall
- E** Engineering
- EC** Education-Classroom
- ECS** Engineering & Computer Science
- G** Golleher Alumni House
- GF** Goodwin Field
- H** Humanities-Social Sciences
- KHS** Kinesiology & Health Science
- LH** Langsdorf Hall
- MH** McCarthy Hall
- P** Parking & Transportation Office
- PA** Performing Arts Center
- RH** Residence Halls
- PL** Pollak Library
- R** Receiving
- RGC** Ruby Gerontology Center
- SHCC** Student Health & Counseling Center
- TG** Titan Gymnasium
- TH** Titan House
- TS** Titan Stadium
- TSU** Titan Student Union
- UH** University Hall
- UP** University Police
- VA** Visual Arts
- NPS** Nutwood Parking Structure
- SCPS** State College Parking Structure

- i** Parking Information Center
- Buildings
- Student Parking
- Faculty/Staff Parking
- ★** Parking Permit Machine \$5
- Park and Pay

