



How to Complete a Vendor Application with Miami-Dade County Public Schools (“M-DCPS”)

Part 1 – Required Documents

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Welcome

- This presentation is designed for vendors not yet registered to do business with M-DCPS.
- This is part 1, which describes three documents that must accompany the vendor application (Form 3921) when submitted for processing.
- Form 3921 will be discussed in part 2 of this presentation.
- Registering establishes basic information needed to transact business.
- Registering improves the ability to contact you about new business opportunities.

Required Documents

- IRS Form W-9
- Florida Business Corporation Act - Evidence of Filing
- County Business Tax Receipt

IRS Form W-9

- IRS Form W-9 establishes critical information about your business.
<http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- The legal name of your business
- The disregarded entity (fictitious name), if any
- The tax classification of your business
- Your business address
- Your taxpayer identification number
- Please include a signed and dated copy of IRS Form W-9 when registering with M-DCPS

Required Documents

- IRS Form W-9
- Florida Business Corporation Act - Evidence of Filing
- County Business Tax Receipt

Florida Business Corporation Act

- Filing with the Division of Corporations of the Florida Department of State establishes compliance with Florida Statutes. The filing status of compliant businesses can be searched on Florida's SunBiz website. <http://www.sunbiz.org/>
- Corporations, limited liability companies, limited partnerships, general partnerships and fictitious names are examples of the types of business structures certified by the state.
- Sole proprietors are exempted from the filing requirement.
- Please submit a copy of your certificate or proof of filing when registering with M-DCPS.

Florida Business Corporation Act

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS

www.Sunbiz.org

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Corporation|Trademark|LLC|LP
Federal Lien Registration
Fictitious Names
Judgment Liens
LLP/General Partnerships
UCC Information
Cable Franchise List

File Current Year Annual Report or Amended Annual

Popular Links

- Consumer Alerts
- Search our Records
- Look up a Business Name
- Electronic Filing
- Certification
- Print Filing Forms
- Help
- Contact Us
- E-mail, Address & FEI/EIN Update
- Fee Schedules
- Service of Process
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- Cable Franchise Filing
- Start a Business
- Yearly Statistics
- Overview of the Division
- Florida Statutes
- Department of State Home Page
- dba Florida GUIDE

Welcome to the Florida Division of Corporations website. From here you can search and access filed information for corporations, limited liability companies, limited partnerships, general partnerships, trademarks, fictitious name registrations and liens. Images of most filed documents can be downloaded at no charge and to make the filing process easier, most filing forms can also be downloaded.

Electronic filing and certification can be processed through Sunbiz™ and Help information is accessible for all filing types. Phone numbers for direct Division contacts are listed and there is an e-mail link to make it convenient for you to contact us with questions or comments.

The menu above offers a fast and easy link to all of these functions.

The Division maintains three different mailing addresses as follows:

Judgment Lien Documents	All other Documents	Courier
Department of State Division of Corporations Judgment Lien Filings P.O. Box 6250 Tallahassee, FL 32314	Department of State Division of Corporations Corporate Filings P.O. Box 6327 Tallahassee, FL 32314	Department of State Division of Corporations Clifton Building 2661 Executive Center Circle Tallahassee, FL 32301

Florida Business Corporation Act

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS  

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No Events **No Name History**

Detail by FEI/EIN Number

Florida Non Profit Corporation
FOUNDATION FOR NEW EDUCATION INITIATIVES, INC.

Filing Information

Document Number	N08000003277
FEI/EIN Number	611566768
Date Filed	04/02/2008
State	FL
Status	ACTIVE

Principal Address
1450 NE 2ND AVENUE, SUITE 931
MIAMI, FL 33132
Changed: 04/30/2010

Mailing Address
1450 NE 2ND AVENUE, SUITE 931
MIAMI, FL 33132
Changed: 04/30/2010

Required Documents

- IRS Form W-9
- Florida Business Corporation Act - Evidence of Filing
- **County Business Tax Receipt**

County Business Tax Receipt

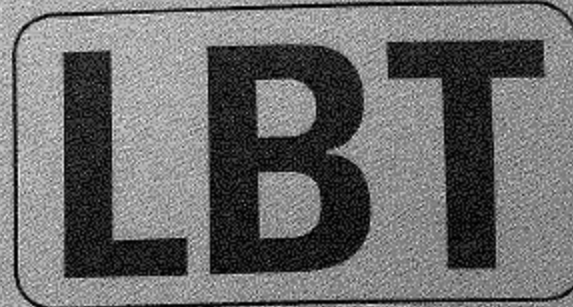
- A county business tax receipt is also known as a local business tax receipt or occupational license and establishes compliance with Miami-Dade County Code. If the business is located outside Miami-Dade County, the county business tax receipt from the home county is acceptable.
- Exemptions to this requirement include:
 - Religious institutions
 - Educational institutions
 - Charitable institutions
- Please submit a copy of your business tax receipt when registering with M-DCPS.

County Business Tax Receipt

Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY



BUSINESS NAME/LOCATION
[REDACTED]
[REDACTED]
[REDACTED]

RECEIPT NO.
RENEWAL
[REDACTED]

EXPIRES
SEPTEMBER 30, 2015

Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER
[REDACTED]

SEC. TYPE OF BUSINESS
196 PLUMBING
CONTRACTOR

**PAYMENT RECEIVED
BY TAX COLLECTOR**
[REDACTED] 09/08/2014
[REDACTED]

Worker(s) 2

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector



Summary

- When registering as a vendor with M-DCPS, please submit a copy of each of the following documents:
 - A completed, signed and dated IRS Form W-9
 - A certificate or proof of filing with the State of Florida (A print-out from the SunBiz website is acceptable)
 - A county business tax receipt
- If any valid exemption applies, please provide supporting documentation in place of the item.
- Business names and addresses should be consistent on all documents.

Questions/Comments