



# St. Tammany Parish Government

Department of Procurement

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Covington, LA 70434

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[Purchasing@stpgov.org](mailto:Purchasing@stpgov.org)

**Michael B. Cooper**  
Parish President

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## Registering Your Business with the Parish

Completing this document provides the minimum information required by St. Tammany Parish Government in order for a business/individual to be setup as a possible vendor/supplier for the Parish. Please complete this form with the attached IRS Form W-9 and mail, fax, or email to the Procurement Department.

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Name of Business (or Individual)

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Phone

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Fax

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Business Email Address

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Mailing Address

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City

---

State

---

Zip

---

Name of Principal Contact

---

Phone

---

Contact Email Address

List Service Type(s) or Product Line(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NIGP Commodity Code(s): \_\_\_\_\_

If needed, please reference the following: <http://doa.louisiana.gov/osp/agencycenter/commcode/frames.htm>

Please provide any trade, specialty or professional licenses you or your business hold:

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List additional information you wish to provide: \_\_\_\_\_

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Is this company currently registered and/or authorized to do business in the State of Louisiana?

Yes     No

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**Please check to confirm:**

Current Form W-9 Provided

*If needed, please reference the following: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

To sign up for email notifications, please click on the following link:

<https://app.e2ma.net/app2/audience/signup/1754191/1731286/?v=a>

When signing up, be sure to select “Public Notices”

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**Submission of these documents does not imply that the business/individual is/will be notified of any/all projects, bids, etc., issued by the Parish. In addition, the submission of this document by the individual/business does not guarantee work with St. Tammany Parish.**