



APPLICATION FOR CONTRIBUTION

NAME OF ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ PHONE NUMBER: _____ EMAIL: _____

ORGANIZATION OVERVIEW (which could include mission, history, and demographics served):

TYPE OF REQUEST: Money _____ In-Kind _____

Have you previously requested money from SLCo? _____

If yes, when and how much (previous three years)? _____

What is the amount of your request? _____

The amount you are requesting is _____ of your annual agency budget.

What is the purpose of the money you are requesting?:

PLEASE ATTACH:

- Copy of organizations nonprofit status.
- Copy of independent audit. If you do not have one, please enclose a copy of current financial statements.

You will be expected to report to the Salt Lake County Mayor on how the money was used and the success of the project.

The undersigned hereby acknowledges that he or she has authority to bind the organization listed in the application. The applicant accepts the following terms and conditions as a condition of receiving and using County funds or the waiver of fees: County funds will be used solely for the purposes approved by the Mayor of Salt Lake County as applied for in this application. Any expenditure for purposes other than those approved will require a return of the entire grant amount and may disqualify the grantee from receiving any additional County funds. It is further understood that no grant fund will be made available to any County officer of employee or in violation of the requirements of the Public Employees Ethics Act (67-16-1 et seq.). No grant funds will be used for political or campaign purposes. As a further condition of the grant, all County funds may be subject to an audit as required by Salt Lake County. The applicant is required to complete the Disbursement of Funds Report Form for contributions more than \$2,500.

Dated this _____ day of _____, _____. Applicant _____

The mission of the Utah STEM Foundation is to promote Utah's economic prosperity by assisting the STEM Action Center to build industry connections and provide STEM resources to the state of Utah. The **Multicultural Youth Leadership Program** is implemented by the Utah Division of Multicultural Affairs who's parent agency is the Utah Department of Heritage and Arts. The Utah STEM Foundation recently joined the Utah Department of Heritage and Arts and is looking to further equitable opportunities throughout the State which is why they are serving as fiscal sponsor for this contribution.

What is the purpose of the money you are requesting?

A \$500 contribution from Salt Lake County will directly underwrite the cost of serving approximately 10 students, within our 2020 **Multicultural Youth Leadership Program**. Your support will include an exhibitor table, and acknowledgement throughout the program. Your contribution will also help in continuing to make this event free for our students and educators who come from schools with high percentages of free and reduced lunch recipients and Title I status.

Why Support Leadership Development for Multicultural Youth from Salt Lake County?

Racial and ethnic minorities in Utah now comprise over 20 percent of the state's population, according to the U.S. Census. By 2050, nearly one-third of Utah will be comprised of racial and ethnic minorities. According to a study released by the Annie E. Casey Foundation's Kids Count Project, minority youth are a group faring far worse than their Caucasian counterparts in Utah. Using 12 indicators, ranging from whether or not kids attended preschool to teen pregnancy rates, the study found racial disparities across the country, and in Utah, that put Caucasian youth far above minority groups.

High school graduation rates is another indicator that follows this same trend. Data taken from the 2019 Utah State Board of Education report, shows that while Utah has a 90 percent high school graduation rate among Caucasian students, students who are economically disadvantaged have a lower graduation rate (77 percent) and students who identify as American Indian, Black, and Hispanic/Latino have lower percentages of high school graduates (79 percent, 75 percent, and 80 percent, respectively).

In recognition of the aforementioned facts, the Utah STEM Foundation and Utah Division of Multicultural Affairs strategic priority is to strengthen the impact of our **Multicultural Youth Leadership Program** by expanding access to more racial/ethnic minority youth from low-income households across the state. In doing so, we believe that we will reduce racial disparities for underserved youth by providing equal opportunity to cultivate leadership skills, increase their educational success and financial literacy, become civically engaged, and explore higher education and career pathways.

Detailed Program Description

The Utah Division of Multicultural Affairs created the Multicultural Youth Leadership Program (MYLP) seven years ago in response to the need to improve educational and workforce outcomes for multicultural youth. MYLP consists of two, high-impact, day-long events.

1) Multicultural Youth Leadership Summit: Held at the Salt Lake Community College Redwood Taylorsville Campus in October, the purpose of the Summit is to bring together students, educators, parents, community leaders, state government, and other prominent organizations to help shape the leaders of tomorrow. The Leadership Summit is a free, one-day conference that engages 7th, 8th and 9th grade students from across Utah. The Summit gives youth an opportunity to listen and learn from inspiring thought leaders that are representative of the students from the same cultural background such as representatives from the Utah Multicultural Commission and Utah MLK Jr. Human Rights Commission, and important elected officials such as Governor Gary R. Herbert and Lt. Governor Spencer J. Cox. The Leadership Summit gives youth, especially the underserved/underrepresented, a rare chance to learn something new, have hope for the future, and to understand culture, leadership and communication in a way that helps them throughout their lives. On average, we engage 1,000 students and educators during the Summit.

2) Multicultural Youth Leadership Day: Designed for 10th, 11th, and 12th grade high school students, Leadership Day will occur at the University of Utah during the 2020 legislative session on March 9th. This event provides students the opportunity to learn how to become informed and involved citizens. Fun civic engagement activities, panel discussions, educational booths, and motivational speakers makes this day a truly memorable event. As the event ends, a catered hot lunch is provided. On average, we host over 250 students, educators and members of the Utah Multicultural and MLK Jr. Human Rights Commissions, and employees from the Utah Division of Multicultural Affairs and Utah Department of Heritage and Arts.

The effectiveness of the Multicultural Youth Leadership Program is measured quantitatively by tracking output data that includes the attendance and demographics (# of unduplicated students and adults served, language, race/ethnicity, age/grade and gender) to ensure that the program reached the intended student population. We also capture data on the free/reduced lunch percentage of each school served and the number of youth participants from each school.

Qualitative data is compiled through a Student Survey that assesses how often parents speak to their child about college, careers and technical education, and the number of high school and college graduates within the student's family, and the parents' perception about important topics to students. Student survey data assesses the student's perceptions on the events including which sessions they felt were most valuable, concerns about going to college, their comfort level on where they can find information about college/financial aid, budgeting and saving money, managing stress and mental health, and where to find volunteer opportunities.

Combined, our goal is to reach 1,450 youth from racial and ethnic minority populations across both events this year.

<https://multicultural.utah.gov/pathways-to-success-2019-multicultural-youth-leadership-summit/>

<https://www.facebook.com/utahmca>

<https://twitter.com/MulticulturalUT>

<https://www.instagram.com/p/B4xrtjXh8qM/>

Event Partners (if applicable): Utah Department of Heritage & Arts, Utah STEM Foundation, American Express Center for Community Development, Comenity Capital Bank, Governor's Office of Economic Development, Larry H. Miller Charities, Utah Division of Substance Abuse & Mental Health, National JAAC Credit Union, Salt Lake County, Even Stevens, Worker's Compensation Fund.

Utah Division of Multicultural Affairs FY 2020 Budget

The program's budget for fiscal year 2020 is \$406,200 and \$500 represents 0.01% of the budgeted amount. For a detailed overview of the Utah Division of Multicultural Affairs' fiscal year 2020 budget, please see the document titled *Annual Report: Dept. of Heritage and Arts, Multicultural Affairs (Appropriation Unit WAD)*

Re: 501(c)(3) document and audited financial statements (see attached).

Notes:

The Utah STEM Foundation, a 501(c)(3) nonprofit organization, joined forces with the Utah Department of Heritage & Arts earlier this year. The Utah Division of Multicultural Affairs is also part of the Utah Department of Heritage & Arts. Utah STEM Foundation is acting as the fiduciary for the purposes of this contribution and when received from Salt Lake County, 100% of the contribution will be immediately provided to the Utah Division of Multicultural Affairs for the purposes of the Multicultural Youth Leadership Summit. For the Utah Division of Multicultural Affairs, please refer to the [State of Utah CAFR](#) (Comprehensive Annual Financial Report), for the audited financial statements for the State of Utah.

Application Submitted by:

Allison Spencer, Executive Director
aspencer@utah.gov
(801) 520-5235

Project/Program Manager Contact:

Rozanna Benally-Sagg
rbenally-sagg@utah.gov
801-245-7210

Table 1. 2020 Multicultural Youth Leadership Program Budget

2020 Multicultural Youth Leadership SUMMIT	
<u>Revenues</u>	<u>Amount</u>
<u>Committed</u>	
Division of Multicultural Affairs	\$ 47,100.00
<u>Pending</u>	
Sponsorships	\$ 35,000.00
Exhibitor Tables	\$ 2,500.00
Total Revenues (Pending and Committed)	<u>\$ 84,600.00</u>
<u>Expenses</u>	
Venue (Conference Facility Costs & EMT Services)	\$ 13,000.00
Catering (Food and Beverage)	\$ 35,000.00
Audio Visual (Equipment & Support)	\$ 20,000.00
Printing & Conference Swag	\$ 5,000.00
Presenter Travel Costs (Airfare & Lodging)	\$ 2,000.00
Speaker/Performer Honorariums	\$ 8,100.00
Table Linens	\$ 1,500.00
Total Expenses	<u>\$ 84,600.00</u>
2020 Multicultural Youth Leadership DAY	
<u>Revenues</u>	<u>Amount</u>
<u>Committed</u>	
Division of Multicultural Affairs	\$ 6,800.00
<u>Pending</u>	
Sponsorships	\$ 5,197.00
Total Revenues (Pending and Committed)	<u>\$ 11,997.00</u>
<u>Expenses</u>	
Venue	\$ 2,500.00
Catering (Food and Beverage)	\$ 6,522.00
Audio Visual (Equipment & Support)	\$ 1,035.00
Conference Supplies & Printing	\$ 800.00
Table Linens	\$ 240.00
Speakers & Performers	\$ 300.00
Travel	\$ 600.00
Total Expenses	<u>\$ 11,997.00</u>
TOTAL PROGRAM BUDGET	\$ 96,597.00

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 10 2017**

UTAH STEM FOUNDATION INC
60 E SOUTH TEMPLE STE 850
SALT LAKE CITY, UT 84111

Employer Identification Number:
81-3451795
DLN:
17053250304046
Contact Person:
SHAWNTEL R SANDERS ID# 31456
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
April 26, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

UTAH STEM FOUNDATION INC

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements



Governor's Office of Economic Development

BUSINESS • TOURISM • FILM

State of Utah

GARY R. HERBERT
Governor

SPENCER COX
Lieutenant Governor

Q. Val Hale
Executive Director

June 26, 2019

RE: Audited Financial Statements

To Whom It May Concern:

The STEM Foundation is in the process of having an internal audit performed and we anticipate it being ready in the next couple of months. In the meantime, you can learn more about the financial records of the Department of Heritage and Arts through the COBI system.

<https://le.utah.gov/lfa/cobi/cobi.html?cobiID=40&tab=overviewTab&year=2018>

Thank you,

Allison Spencer
Utah STEM Action Center
Governor's Office of Economic Development
World Trade Center
60 E South Temple, 8th floor
Salt Lake City, UT 84111
Ph: 801-520-5235
FAX: 801-538-8111



**Governor's Office of Economic Development
STEM Action Center
Financial Position Statement
FY19 May Forecast**

Appropriation COA

Unit Manager: Tami Goetz

	<u>Adjusted Budget</u>	<u>YTD Actuals</u>	<u>Yearly Forecast</u>	<u>Variance</u>
Revenue				
<u>Revenue</u>				
Total Revenues	\$ 2,192,767.88	\$ 1,602,422.55	\$ 2,382,380.43	\$ 189,612.55
Operating and Internal Expenses				
FTE's Charged	13.00	21076.00	11.38	(1.62)
<u>Operating Expenses</u>				
AA Personnel Service Expenses	\$ 1,163,082.75	\$ 970,037.26	\$ 1,092,106.47	\$ 70,976.28
BB In State Travel Expenses	\$ 20,000.00	\$ 17,088.83	\$ 17,088.83	\$ 2,911.17
CC Out of State Travel Expenses	\$ 18,000.00	\$ 12,081.21	\$ 12,081.21	\$ 5,918.79
DD Current Expenses	\$ 472,170.54	\$ 482,172.67	\$ 486,675.74	\$ (14,505.20)
EE Technology Expenses	\$ 31,123.60	\$ 45,276.14	\$ 48,276.14	\$ (17,152.54)
FF DP Capital Expenditure	\$ -	\$ -	\$ -	\$ -
GG Capital Expenditure	\$ -	\$ -	\$ -	\$ -
HH Other Charges/Pass Through	\$ 485,000.00	\$ 653,578.79	\$ 653,578.79	\$ (168,578.79)
Total Operating Expenses	\$ 2,189,376.89	\$ 2,180,234.90	\$ 2,309,807.18	\$ (120,430.29)
Net Income Operations (Loss)	\$ 3,390.99	\$ (577,812.35)	\$ 72,573.26	\$ 69,182.27

Revenues and Internal Allocations				
Dedicated Credits	\$ 384,670.55	\$ -	\$ 574,283.10	\$ 189,612.55
General Funds - Ongoing	\$ 1,551,400.00	\$ 1,422,116.67	\$ 1,551,400.00	\$ -
General Funds - One-Time	\$ 1,400.00	\$ 1,283.33	\$ 1,400.00	\$ -
Transportation Fund	\$ -	\$ -	\$ -	\$ -
Carryover	\$ 195,297.33	\$ 179,022.55	\$ 195,297.33	\$ -
Federal Funds	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -
General Fund Restricted	\$ -	\$ -	\$ -	\$ -
Total Revenues and Internal Allocations	\$ 2,192,767.88	\$ 1,602,422.55	\$ 2,382,380.43	\$ 189,612.55

**Governor's Office of Economic Development
STEM Incentives
Financial Position Statement
FY19 May Forecast**

Unit 6912

Unit Manager: Tami Goetz

	<u>Adjusted Budget</u>	<u>YTD Actuals</u>	<u>Yearly Forecast</u>	<u>Variance</u>
<u>Revenue</u>				
<u>Revenue</u>				
Total Revenues	\$ -	\$ 931,119.58	\$ 325,716.90	\$ 325,716.90
<u>Operating and Internal Expenses</u>				
FTE's Charged	0.00	0.00	0.00	0.00
<u>Operating Expenses</u>				
AA Personnel Service Expenses	\$ -	\$ -	\$ -	\$ -
BB In State Travel Expenses	\$ -	\$ -	\$ -	\$ -
CC Out of State Travel Expenses	\$ -	\$ -	\$ -	\$ -
DD 6138 Attorney Fees	\$ -	\$ -	\$ -	\$ -
DD Current Expenses	\$ -	\$ -	\$ -	\$ -
EE Technology Expenses	\$ -	\$ -	\$ -	\$ -
FF DP Capital Expenditure	\$ -	\$ -	\$ -	\$ -
GG Capital Expenditure	\$ -	\$ -	\$ -	\$ -
HH 7512 Special Grants	\$ -	\$ -	\$ -	\$ -
HH Other Charges/Pass Through	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -
Net Income Operations (Loss)	\$ -	\$ 931,119.58	\$ 325,716.90	\$ 325,716.90

Revenues and Internal Allocations				
Dedicated Credits	\$ -	\$ 931,119.58	\$ 325,716.90	\$ 325,716.90
General Funds - Ongoing	\$ -	\$ -	\$ -	\$ -
General Funds - One-Time	\$ -	\$ -	\$ -	\$ -
Transportation Fund	\$ -	\$ -	\$ -	\$ -
Carryover	\$ -	\$ -	\$ -	\$ -
Federal Funds	\$ -	\$ -	\$ -	\$ -
General Fund Restricted	\$ -	\$ -	\$ -	\$ -
Total Revenues and Internal Allocations	\$ -	\$ 931,119.58	\$ 325,716.90	\$ 325,716.90

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Utah STEM Foundation		
	2 Business name/disregarded entity name, if different from above Utah STEM Action Center		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		
	<input checked="" type="checkbox"/> Other (see instructions) ▶ 501c3 Non-Profit Organization		
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>		
5 Address (number, street, and apt. or suite no.) See instructions. 60 E South Temple, Ste 850		Requester's name and address (optional)	
6 City, state, and ZIP code Salt Lake City, UT 84111			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

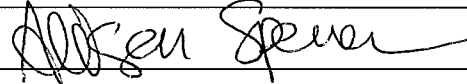
OR

Employer identification number									
8	1	-	3	4	5	1	7	9	5

Part II Certification

- Under penalties of perjury, I certify that:
- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 - I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 - I am a U.S. citizen or other U.S. person (defined below); and
 - The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶		Date ▶	6/19/19
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



SUPPLIER VENDOR MANAGEMENT FORM (PeopleSoft Financial System)

All forms will be returned To Mayor's Finance by the originating County Department. Sections 1, 3 & 5 are mandatory and Sections 2 & 4 are optional. For questions, call (385) 468-7100.

SECTION 1 – SUPPLIER (VENDOR) IDENTIFICATION (COMPLETE ALL APPLICABLE FIELDS)

SUPPLIER NUMBER: _____ SSN/TIN (required): _____

SUPPLIER TYPE: Corporation Medical Partnership/LLC Individual Exempt: Type 501 c3

SUPPLIER FREQUENCY: Regular One-Time

SUPPLIER NAME (as shown on your income tax return): UTAH STEM FOUNDATION

SUPPLIER BUSINESS NAME, if different from above UTAH DEPARTMENT OF HERITAGE & ARTS

PAYMENT ADDRESS: 300 S 140 GRANDE ST PROCUREMENT ADDRESS: PO BOX 63020

CITY: SLE STATE: UT ZIP CODE: 84101 CITY: San Francisco STATE: CA ZIP CODE: 94163

PHONE NUMBER: 801-245-7200 FAX NUMBER: _____

EMAIL: aspencer@utah.gov EMAIL: teniel@young@utah.gov

SECTION 2 – BANK ACCOUNT INFORMATION (ATTACH COPY OF VOIDED CHECK OR EFT INSTRUCTION SHEET)

BANK NAME WELLS FARGO BANK ROUTING # 121000248

Checking Savings BANK ACCOUNT # 4122291008

Check here if this account can only be used for a SPECIFIC purpose _____

(Indicate specific purpose for which this account can be used)

I authorize Salt Lake County to deposit payment for goods or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the supplier or individual named above. I understand it is the sole responsibility of the vendor or individual to notify Salt Lake County of any changes to the bank account information.

ALISON SPENCER

(Supplier Printed Name)

Alison Spencer

(Supplier Signature)

12/16/19

(Date)

SECTION 3 – SPECIFY TYPE OF ACTION (CHECK ALL THAT APPLY) (REQUIRED)

- New Supplier
- Classification Change _____
- Name Change
- Bank Account Add
- Employee
- Add address
- Change of Address: Address # _____
- Bank Account Change
- Other (provide details in Sec. 4)
- TIN Change
- Supplier Deactivation
- Bank Account Delete

Documentation for Supplier Name/TIN changes must include at least one of the following: TIN documentation (tax documents, FEI issuance letter, etc);

SIC CODES (CHECK ALL THAT APPLY)

- Small Business
- Women Owned
- Veteran
- Minority Business
- Local

SECTION 4 – ADDITIONAL COMMENTS

SECTION 5 – SALT LAKE COUNTY ORGANIZATION/DEPARTMENT VERIFICATION (REQUIRED)

Verified By (printed name): _____ Date: _____

Verified By (signature): _____ Title: _____ Phone: _____

