

INSTRUCTIONS FOR APPLYING FOR SSN AND FEIN

If you do not have a Taxpayer Identification Number (TIN), apply for one immediately. To apply, get Form SS-5, Application for a Social Security Number Card (for individuals) from your local office of the Social Security Administration, or Form SS-4, Application for Employer Identification Number (for businesses and all other entities) from your local Internal Revenue Service office.

To complete the certification if you do not have a TIN, write "Applied For" in the space for the TIN, date this form and return it to DSCC. As soon as you receive your TIN, complete a copy of this form showing the TIN number, sign, date and return the form to DSCC. **DSCC cannot authorize or pay for services/supplies until the TIN is received.**

If you have a question about how to complete this form, please call DSCC at (217) 793-2350 for assistance.

STATE OF ILLINOIS CERTIFICATION

Affirmative Action/Nondiscrimination: The Provider/Vendor certifies they comply with all Federal and State nondiscriminatory equal opportunity and affirmative action orders and regulations. The Provider/Vendor will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, handicap, unfavorable discharge from the military, or status as a disabled veteran or a veteran from the Vietnam era. This certification applies to admission, employment, access to and treatment in the Provider/Vendor programs and activities.

Americans With Disabilities Act (ADA): The Provider/Vendor certifies they are in compliance with Title I through V of the Americans With Disabilities Act signed into law July 26, 1990.

Bribery Clause: The Provider/Vendor certifies that they have not been convicted of bribery or attempting to bribe an officer or employees of the State of Illinois, nor has the Provider/Vendor made an admission of guilt of such conduct which is a matter of record.

Drug Free Workplace Act: The Provider/Vendor certifies that they are in compliance with Public Act 86-1459 and will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.

Educational Loans: The Provider/Vendor certifies that they are not in default for six months or more and in the amount of \$600.00 or more on the repayment of any educational loan guaranteed by the Illinois Student Assistance Commission made by an Illinois institution of higher education or any other loan made from public funds for the purpose of financing higher education.

Health Care Professionals: The Provider/Vendor certifies they are not involuntarily sanctioned from participating in and/or are not inappropriately being reimbursed under the Title XVIII (Medicare) Program, the Title V (Maternal and Child Health) Program or any other section of the Social Security Act. Health care professionals excluded from programs of federal and state agencies shall also be excluded from participation in the DSCC's program.

Maintaining of Records: The Provider/Vendor agrees to maintain and make available, for a minimum of 5 years after completion of the contract, adequate books, records and supporting documents related to the contract as provided in Public Act 87-991.

Public Contracts Act: The Provider/Vendor certifies that they are not barred from bidding as a result of a violation of either Section 33E-3 (Bid-Rigging) or Section 33E-4 (Bid-Rotating) of the "Criminal Code of 1961."