

SUPPLIER SELF-REGISTRATION CHECKLIST

Items to Get Started:

	Tax Payer ID
	W9 Documentation
	Voided Check (to verify bank account information)
	Supplier Email Address
	Voided Check
	EFT Authorization Form for Direct Deposit
	Bank Information Including: Bank Name Branch/Bank Routing # Bank Account #
	City of Roseville Business License # (Visit the City of Roseville website for more information.)
	CA Secretary of State Business Entity # (Visit the CA Secretary of State website for more information.)
	Department of Industrial Relations (DIR) # - required for suppliers working on Public Works projects (Visit the State of CA Department of Industrial Relations website for more information.)
	Look up applicable National Institute of Governmental Purchasing (NIGP) codes that apply to your goods or services. You will be able to select applicable NIGP codes when registering.