



# Vendor Request Form



Thank you for your interest in Wiegel Tool Works and MSA-Wiegel N.A. Please complete and return attached forms. Internal fraud prevention policies requires that all fields be completed and verified before a client can be added to our databases. Our Quality policy requires that vendors provide the required documentation to verify quality requirements. For questions or concerns call 630.595.6550 x 406 (accounting) X 402 (quality). Please forward completed forms to [ap@wiegeltoolworks.com](mailto:ap@wiegeltoolworks.com) or fax to 630.595.6373.

Company Name

Tax ID#

Remit Address

Physical Address

A/R Contact

Email

Phone

Bank Name

Bank Address

Bank Contact

Bank Phone number

Minority Owned Business?

Accept Credit Cards?

Preferred Payment Method

Quality Control Contact

Email

Phone

I certify that the information is for the purpose of selling goods/services to Wiegel Tool Works/MSA-Wiegel N.A. and is warranted true. I or an agent of this company will contact Wiegel Tool Works / MSA-Wiegel N.A. in writing of any changes. I further authorize investigation of the information listed pertaining to remittance and banking credentials. (Check items that apply and attach)

W-9

ACH Form

Minority Certificate

Quality Certificate

ISO 14001

OHSAA 18001 or ISO 45001

WTW Supplier Manual

WTW Supplier Manual Signed Form

Other Certification

Printed Name

Signature : \_\_\_\_\_

Title

Date

***This area is for internal use to be verified by Quality Manager/Director.***

Approved per:	QMS Development Priority	Class Level	Accept/Reject Criteria-All must be verified
#1 ISO 9001 2nd party audit compliant (Customer Approved)	High	Class 1	Unipoint 483 Completed (* not required)
#2 ISO 9001 3rd party registered	Medium	Class 2	Unipoint 477 Completed (*not required)
#3 #2 plus 2nd party audit compliance to CSRs	Low	Class 3	Quality Manual Acknowledgment Received
#4 #2 plus 2nd party audit compliance to IATF 16949		Class 4	Quality Certification Received
#5 IATF 16949 3rd party registered		Class 5	Aro Existing Supplier *
		Class C	Wiegel Tool Works /MSA-Wiegel Existing Supplier*

Above information was received, verified and entered into Unipoint. This vendor is Approved / Rejected as a supplier to Wiegel Tool Works / MSA-Wiegel N.A.  
Reason for rejection or other comments:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Comment: \_\_\_\_\_

***This area is for Internal use to be verified by CEO or Controller.***

Above information was verified by: Confirming with one other vendor and bank contact. Name and dates of contacts:

Based on the information provided this vendor is Approved / Declined  
Reason for decline or other comments:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Request for ACH/Electronic Payment Information



As a payment option, Wiegel Tool Works / MSA - Wiegel N.A. offers the opportunity to receive payments electronically (ACH). When your funds are submitted electronically, you will be notified of the deposit by either fax or email. The fax or email will provide you with all the information that would normally be on your check stub. To receive payments electronically, you must complete this form, attach a voided check [Not necessary, but recommended] and return both to [ap@wiegeltoolworks.com](mailto:ap@wiegeltoolworks.com) or 630.595.6373. Please note that invoices can be emailed directly to [ap@wiegeltoolworks.com](mailto:ap@wiegeltoolworks.com) or [ap@msa-wiegel.com](mailto:ap@msa-wiegel.com)

### Payee Information

Payee Name:		SSN or Federal ID #:	
Remit Address(es) for applicable accounts:			

### Bank Information

Bank Name:	
Name on Account:	
Account #:	
Routing #:	

### FAX or EMAIL ADDRESS for payment notification.

(Place a check mark in front of the method of notification that you prefer and enter email address / fax number.)

<input type="checkbox"/> Email		<input type="checkbox"/> Fax :	
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Name(s):  
Please print \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

*Wiegel Tool Works / MSA Wiegel reserves the right to reverse ACH transactions where submission amount or recipient is in error.*

# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://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.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> 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 <b>not</b> 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 type="checkbox"/> Other (see instructions) ► _____	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) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	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.

**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.

Social security number									
				-				-	
or									
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ►
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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](http://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.*