



CUMBERLAND COUNTY PURCHASING OFFICE

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Date: April 26, 2005

To: All Vendors
From: Ken Mecouch

Re: New Vendor Requirements: Business Registration Certificate (BRC)

In order to remain compliant with Federal and State Regulations we are required to keep certain documents on file for all vendors. In the past we have required a W-9 and New Vendor Request forms, however recent changes in Local Public Contracts Law now require us to obtain from the vendor a Business Registration Certificate (BRC), (sample attached). A Business Registration Certificate serves as proof of valid business registration with the New Jersey Division of Revenue.

All contractors and subcontractors must provide this documentation in order to do business with the State of New Jersey, and other public agencies in this state (including Counties). Information on how a business can obtain a certificate can be obtained on the Internet at www.nj.gov/njbgs or by phone at (609) 292-1730. An individual can obtain a simplified form on the Internet at www.nj.gov/treasury/revenue/pdforms/regc.pdf or by telephone at (609) 292-1730.

Effective immediately, no purchase orders or contracts will be issued from the Purchasing Office for any vendor who has not supplied the necessary documentation. The certificate can be mailed to the address above or faxed to (856) 451-0967 to the attention of Bonnie DeCinque.

Thank you for your immediate attention to this important new law administered by the Division of Taxation.

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