

Parsippany-Troy Hills Township Schools

Robin C. Tedesco
Business Administrator/Board Secretary

292 Parsippany Rd, P.O. Box 52
Parsippany, NJ 07054-0052
(973)263-7200 ext. 7209
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Dear Vendor:

This letter serves as a reminder that our district has not received all or some of the documents identified below that are required by the Department of Community Affairs in order to do business with the Parsippany-Troy Hills School District. We have marked the items that are missing and have attached copies of the applicable forms and a *sample* of a Business Registration Certificate form (BRC).

Please complete and return this information immediately either by e-mail to ncguarino@pthsd.net; or fax to the attention of Christine Guarino at 973-263-7048; or via US Postal mail to the address above.

_____ Business Registration Certificate (BRC) required pursuant to N.J.S.A. 54A:7-1.2; telephone 609-292-9292 or visit <http://www.nj.gov/treasury/revenue/gettingregistered.shtml>.
A *sample* of the business registration certificate is attached.

_____ Political Contribution Disclosure Form (PCD) pursuant to N.J.S.A. 19:44A-20.26; for further information please visit: <http://ccia-net.com/wp-content/uploads/2014/07/PayToPlayForm.pdf>

_____ Iran Financial Disclosure Form. This form can also be obtained by visiting: http://www.state.nj.us/humanservices/dfd/info/standard/fdc/disclosure_investmcontact.pdf

_____ IRS Form W-9

_____ Please identify whether or not your company is incorporated.

It is imperative that this information is received by the school district **prior to the award of contracts**. Also note it is your responsibility to provide the school district with a current AA-302 (http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf) certification as these expire, as well as a new PCD for each contract or purchase order that exceeds \$17,500 in aggregate for the year.

Thank you for your attention to this matter.

Sincerely,



Robin C. Tedesco
Business Administrator/Board Secretary