### Template supplier diversity questionnaire

At , we believe our suppliers, like our employees, should reflect the communities we serve. By including and supporting diverse businesses in our supply chain, we create opportunity, promote innovation, and stimulate growth that enriches our marketplace as a whole.

In addition to fulfilling tax obligations, the information below will help us connect diverse talent, investors, researchers, and other historically underrepresented groups to the entrepreneurial ecosystem.

Please return this form to by email to:

Business Name: Tax ID:

Please check the appropriate box for your federal tax classification. Check only ONE of the following boxes: Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Limited Liability Company

Write in tax classification (C=corporation, S=S corporation, P=Partnership):

Other (see IRS guidelines): Click or tap here to enter text.

Street Address: City: State: Zip:

Contact Person and Title:

Phone: Fax:

Email:

Website: Year Established:

Total Number of Employees:

Do you have any personal relationships with ’s employees?

Yes No

If yes, please disclose:

Signature: Date:

*To conduct this program, reserves the right to verify any information provided. Additionally, any information provided may be submitted to local, state, or federal agencies that mandate these regulations.*

Listed below are some widely used designations of diversity that can be certified. Whenever possible, please provide certification; if your business is not certified, please still answer in the way you would like to represent your business.

 highly recommends certifying your business. Certifying agencies, such as those listed here, provide access to government contracts, support networks, new customers at events or on social media, and opportunities for professional development. They also offer extensive research on issues such as gender and race in business.

If you are unsure if your business meets the requirements of any of the following categories or if you have other questions, please refer to the Q&A on the following page.

|  |  |
| --- | --- |
| Check all that apply:Small BusinessSmall Disadvantaged BusinessHistorically Underutilized Business (HUB) Zone Business | If Minority-Owned, please check: Black/African AmericanNative American/Alaskan Native Latino/HispanicAsianNative Hawaiian/Pacific IslanderOther:  |
| If your business is at least 51% owned, controlled, and actively managed by any of the following, please check the associated box:Disabled Person(s)Service-Disabled Veteran(s) LGBT(s)Minority Person(s) Veteran(s) White/Caucasian Woman/WomenOther:  | Check your certifying agency or agencies:Women’s Business Enterprise National Council (WBENC)National Minority Supplier Development Council (NMSDC)National Gay & Lesbian Chamber of Commerce (NGLCC)Federal government State government Local governmentOther:  |

Certification Expiration Date:

### Questions & answers

#### How Will My Information Be Used?

The name of your business, tax ID number, business address, and business type fields are necessary for completing federal 1099-MISC tax forms. If we do not have your correct information on file, the IRS can require us to withhold 28% of your payments.

The information on page two will assist with measuring how much of the money we spend goes to diverse suppliers. In addition, we will use your answers together with our other suppliers to support state-wide and local initiatives that equalize opportunities among underrepresented and underserved groups of people.

#### Is My Business a “Small Business?”

The U.S. Small Business Association (SBA) provides specific [qualifications and registration forms](https://www.sba.gov/document/support--table-size-standards). A size standard, which is usually stated in number of employees or average annual receipts, represents the largest size that a business (including its subsidiaries and affiliates) may be to remain classified as a small business for SBA and federal contracting programs. The definition of “small” varies by industry. For more information about size standards, contact the size standards specialist at your nearest [SBA Government Contracting Area Office](https://www.sba.gov/federal-contracting/counseling-help/contracting-area-directors). You also can contact the Office of Size Standards by email at sizestandards@sba.gov or by phone at 202-205-6618.

#### Is My Business a “Small Disadvantaged Business?”

According to the SBA, Small Disadvantaged Businesses must meet the requirements for a Small Business and also be 51% owned and controlled by one or more disadvantaged persons, which is a designation for those who are socially and economically disadvantaged. For more information and to register, visit the [SBA website](https://www.sba.gov/federal-contracting/contracting-assistance-programs/8a-business-development-program).

#### Is My Business a “(HUB) Zone Business?”

The SBA defines HUB Zones as areas that have high unemployment, low median household incomes, or both. The SBA maintains [maps of HUB Zones](https://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program). In addition to meeting the SBA Small Business Requirements, the principal offices of HUB Zone Businesses must be located in HUB Zones and 35% of a HUB Zone Business’ employees must reside in a HUB Zone. To apply for certification, visit the [SBA website](https://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program).

#### Why Is There an “Other” Option for the Ownership Status and Minority Group Questions?

Diversity and inclusion are ever-evolving fields that demand constant re-evaluation. If you believe that you and your business are not represented by any of the categories listed in this form, we would like to hear about it.

#### Why Does , Value Diversity and Inclusion?

##### Sample Diversity Statement

 , believes that diversity and inclusion are essential for not only the strength of our business, but also the vitality of the communities we serve. Research shows that a focus on diverse suppliers has a high return on investment and increases competition, which cultivates the innovation of new and improved products and services.

US Census data from 2012 shows that while women make up over half of the US population, women-owned businesses comprise only 35.8% of all firms in the US. Also, women-owned firms only earn 11.3% of all revenue earned by US companies. When it comes to race, business that are Hispanic-, African American/ black-, or Asian-owned only earn 10.4% of total US revenues. Our Supplier Diversity Program addresses these disparities by ensuring we choose our suppliers in the most equitable way possible -- by being conscious and inclusive of diversity.