**Vendor request form** 

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| --- |
| VeNDOR information |
| **Check all that apply:** [x]  **Create New Vendor** [ ]  **Update Vendor** [ ]  **BMT Vendor** [ ]  **Housing Vendor** [ ]  **Land Vendor** |
| **Classification of vendor:** [ ]  **Employee** [ ]  **Homebuyer** [ ]  **Consultant** [ ]  **Contractor** [ ]  **Supplier** [ ]  **Other:** |
| **Vendor ID:** | **Is vendor status changing from inactive to active?** [ ]  **Yes** [ ]  **No** |
| **Legal Company Name:** | **Remittance Name (DBA):** |
| **Mailing Address:**  | **Remittance Address (Where checks are mailed):** |
| **Contact Name:**  | **Contact Phone:** |
| **Contact Email:** |
| business information |
| **Tax ID Number:** | **W9 Attached:** [ ]  **Yes** [ ]  **No** |
| **TYPE OF BUSINESS (Please place an x in the applicable category below):** |
| [ ]  **Individual/Sole proprietorship**  | [ ]  **Corporation**  | [ ]  **Partnership**  | [ ]  **Trust/Estate**  | [ ]  **Limited Liability Company**  | [ ]  **Other:** |
| **1099 Vendor?** [ ]  **Yes** [ ]  **No** | **Tax Exempt?** [ ]  **Yes** [ ]  **No Reason for Exemption:** |
| **Payment Terms:** [ ]  **Upon Receipt** [ ]  **10 Days** [ ]  **30 Days** | **Separate Check:** [ ]  **Yes** [ ]  **No** |
| Anti bribery risk assessment factor (RAF) |
| **NOTE: All New Vendors or Vendors Changing Status to Active require a Risk Assessment Rating. If Additional due diligence is required, please continue with the additional due diligence procedures outlined in the User Guide: W:\Denver\Anti-Bribery 2018\USER GUIDE- ABC Third-Party Due Diligence.** |
| **Please refer to the ABC RAF Guidelines as a reference to answer the below questions: W:\Denver\Anti-Bribery 2018.** |
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|  |  |
| --- | --- |
| **Insert Operational Classification:**  |  |
| **Insert Vendor Type:**  |  |
| **RAF #1 - Business Rationale:**  | [ ]  **Yes** [ ]  **No** |
| **RAF #2 - Government Interaction:**  | [ ]  **Yes** [ ]  **No If Yes:** [ ]  **Low Risk** [ ]  **High Risk** [ ]  **N/A** |
| **RAF #3 - Reputation:** | [ ]  **Yes** [ ]  **No** |
| **RAF #4 - Beneficial Owners:**  | [ ]  **Known** [ ]  **Unknown** |
| **RAF #5 - Compensation:**  | [ ]  **Clearly Defined** [ ]  **Vaguely defined** |
| **Final Risk Rating:**  | [ ]  **Low** [ ]  **Medium** [ ]  **High** [ ]  **NA (Employee/Homebuyer Only)** |
| **Additional Due Diligence Required?** | [ ]  **Yes (If Final Risk Rating is Medium or High)** [x]  **No** |

 |
| signatures |
| **Requested By:** | **Date:** |
| **Department Manager Approval:** | **Date:** |
| **Accounting Approval:** | **Date:** |

**Brookfield Residential Vendor Risk Matrix Guidelines:**

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