

VENDOR SETUP INFORMATION FOR PARSONS VENDORS

SECTION 1 – ALL VENDORS

Vendor Legal Entity Name:	Click or tap here to enter text.		
Correspondence Address:	Click or tap here to enter text.	POC Name:	Click or tap here to enter text.
	Click or tap here to enter text.	Phone Number:	Click or tap here to enter text.
	Click or tap here to enter text.	Fax:	Click or tap here to enter text.
	Click or tap here to enter text.	Email:	Click or tap here to enter text.
Worked with Parsons within the last 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No		DUNS No.: Click or tap here to enter text.

SECTION 2 – US VENDORS ONLY

Attach a completed W-9 that has been signed within the last 12 months	W-9 Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is a 1099 required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, 1099 Name: Click or tap here to enter text.

SECTION 3 – ALL VENDORS

Vendor Billing POC:	Click or tap here to enter text.	Phone Number:	Click or tap here to enter text.
Identify Your Preferred Remittance Method by Checking the Appropriate Box:			
<input type="checkbox"/> Paper Check <i>(Attach Sample Remittance)</i>	Remittance Address for Paper Check or ACH/EFT or Wire Transfer:	Click or tap here to enter text.	
		Click or tap here to enter text.	
		Click or tap here to enter text.	
<input type="checkbox"/> ACH/EFT	<ul style="list-style-type: none"> Complete the appropriate, (US and Canada only), Vendor Electronic Funds Transfer (EFT) Authorization form on Page 2 and include with your submittal 		
<input type="checkbox"/> Foreign Wire Transfer	<ul style="list-style-type: none"> Complete the Wire Transfer Request form on Page 3 and include with your submittal Include with this submittal, an original copy of wire transfer information on your Financial Institution's letterhead dated within the past 60 days. (Foreign Vendor Wire Payments only) 		

SECTION 4 – US AND CANADA VENDORS ONLY

Business Classifications		
Attach a list, or copy, of any applicable state, local or industry social economic certifications (i.e., NMSDC, WBNC, etc.)		
Size Status (check one):	Socio-economic Status (Check all that apply):	
<input type="checkbox"/> Large Business	<input type="checkbox"/> Ability One	<input type="checkbox"/> Minority Owned
<input type="checkbox"/> Small Business	<input type="checkbox"/> Aboriginal Business	<input type="checkbox"/> Native American
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Alaskan Native Corporation (ANC) & Indian Tribes	<input type="checkbox"/> Native Hawaiian
<input type="checkbox"/> Foreign Owned	<input type="checkbox"/> Disabled	<input type="checkbox"/> Service-Disabled Veteran Owned
	<input type="checkbox"/> Historically Black College/University or Minority Institution	<input type="checkbox"/> Small Disadvantaged
	<input type="checkbox"/> Historically Underutilized Business Zone SB	<input type="checkbox"/> Veteran Owned
	<input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender	<input type="checkbox"/> Woman Owned

APPLICABLE TO US VENDORS ONLY - NOTE: Under 15 U.S.C. 645(d), misrepresentation of business classifications is punishable by imposition of fine, imprisonment, or both; subjects the vendor to administrative remedies including suspension and debarment under U.S. Government contracts; and may make vendor ineligible to participate in programs under the Small Business Act.

SECTION 5 – ALL VENDORS

By signing below, I certify the foregoing information given in this form and supplemental documents are true, complete, and accurate to the best of my knowledge.

Printed Name:	Click or tap here to enter text.	Title:	Click or tap here to enter text.
Email:	Click or tap here to enter text.	Phone Number:	Click or tap here to enter text.
Vendor Signature:		Date:	Click or tap to enter a date.

VENDOR ELECTRONIC FUNDS TRANSFER AUTHORIZATION (IN-COUNTRY PAYMENTS ONLY)

Submission Type: New Enrollment Revision Reactivation

Vendor Legal Entity Name:

<input type="checkbox"/> United States ACH/EFT - <input type="checkbox"/> Checking <input type="checkbox"/> Savings		Voided Check Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
Financial Institution:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>	Financial Institution Letter Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
City and State:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>	AR Email:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>
ABA Routing Number:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>	Account No.:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>

<input type="checkbox"/> Canada ACH/EFT - <input type="checkbox"/> Checking <input type="checkbox"/> Savings		Voided Check Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
Financial Institution:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>	Financial Institution Letter Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
City and Province:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>	AR Email:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>
Institution Code:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>	Branch No.:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>
Account Number:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>	ABA Routing Number:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>

I AUTHORIZE and request Parsons Corporation (or any subsidiary or affiliate thereof), to deposit payments electronically to my account at the financial organization designated herein. This authorization is not an assignment of my right to receive payment and revokes all prior payment direction notifications. I understand that the financial organization designated reserves the right to cancel this agreement. I also understand, should funds for which I am not entitled be deposited to my account, I authorize Parsons Corporation (or any subsidiary or affiliate thereof) to direct said funds returned. This authorization will remain in effect until cancelled by written notification from either party to the other.

Printed Name:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>	Title:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>
Email:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>	Phone Number:	<input style="width: 100%;" type="text" value="Click or tap here to enter text."/>
Vendor Signature:	<input style="width: 100%;" type="text" value=""/>	Date:	<input style="width: 100%;" type="text" value="Click or tap to enter a date."/>

FOREIGN VENDOR WIRE TRANSFER REQUEST (FOR CROSS COUNTRY BORDER PAYMENTS)

Submission Type: New Enrollment Revision Reactivation

Vendor Legal Entity Name: Click or tap here to enter text.

WIRE TRANSFER INFORMATION (FOR CROSS COUNTRY BORDER PAYMENTS)

Date:	Click or tap here to enter text.	Financial Institution Letter Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Amount:		
From Account (check one): <input type="checkbox"/> Bank Name <input type="checkbox"/> Account Number <input type="checkbox"/> Account Name		
To:		
Beneficiary Financial Institution Name:	Click or tap here to enter text.	
City and Country:	Click or tap here to enter text.	
Branch Name:	Click or tap here to enter text.	
Pay to the Account of:	Click or tap here to enter text.	
SWIFT / ABA:	Click or tap here to enter text.	
Account Number:		
Release Date:	Click or tap here to enter text.	
Value Date:	Click or tap here to enter text.	
Remarks:		
Click or tap here to enter text.		

I AUTHORIZE and request Parsons Corporation (or any subsidiary or affiliate thereof), to deposit payments by wire transfer to my account at the financial organization designated herein. This authorization is not an assignment of my right to receive payment and revokes all prior payment direction notifications. I understand that the financial organization designated reserves the right to cancel this agreement. I also understand, should funds for which I am not entitled be deposited to my account, I authorize Parsons Corporation (or any subsidiary or affiliate thereof) to direct said funds returned. This authorization will remain in effect until cancelled by written notification from either party to the other.

Printed Name:	Click or tap here to enter text.	Title:	Click or tap here to enter text.
Email:	Click or tap here to enter text.	Phone Number:	Click or tap here to enter text.
Vendor Signature:		Date:	Click or tap to enter a date.

VENDOR SUSTAINABILITY QUESTIONS

Vendor Response: Yes (Response Provided) No (Response Not Provided)

Vendor Legal Entity Name: Click or tap here to enter text.

Environmental Reporting, Governance & Services (check all that apply)

<input type="checkbox"/> Yes <input type="checkbox"/> No	Has an environmental policy, including corporate commitments that are communicated internally and made available to the public (actively, or upon request).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Formal responsibility for directing and overseeing environmental performance is assigned to top/executive management.
<input type="checkbox"/> Yes <input type="checkbox"/> No	An environmental assessment has been performed to identify and prioritize material impacts, issues, and opportunities
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is certified with an internationally recognized environmental standard (e.g., ISO14001) If yes, please list certifications: Click or tap here to enter text.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Tracks and reports regularly on environmental performance internally to top management.

Tracks and reports regularly on environmental performance metrics and has third-party verification (Check all that apply):

<u>Energy consumption:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Reports internally</td> <td style="width: 33%;">Reports externally</td> <td style="width: 33%;">Third-Party Verified (list 3rd party org)</td> </tr> <tr> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table> Enter 3 rd Party org.: Click or tap here to enter text	Reports internally	Reports externally	Third-Party Verified (list 3 rd party org)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reports internally	Reports externally	Third-Party Verified (list 3 rd party org)					
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No					
<u>Water Consumption:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Reports internally</td> <td style="width: 33%;">Reports externally</td> <td style="width: 33%;">Third-Party Verified (list 3rd party org)</td> </tr> <tr> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table> Enter 3 rd Party org.: Click or tap here to enter text	Reports internally	Reports externally	Third-Party Verified (list 3 rd party org)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reports internally	Reports externally	Third-Party Verified (list 3 rd party org)					
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No					
<u>Greenhouse gas emissions:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Reports internally</td> <td style="width: 33%;">Reports externally</td> <td style="width: 33%;">Third-Party Verified (list 3rd party org)</td> </tr> <tr> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table> Enter 3 rd Party org.: Click or tap here to enter text	Reports internally	Reports externally	Third-Party Verified (list 3 rd party org)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reports internally	Reports externally	Third-Party Verified (list 3 rd party org)					
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No					
<u>Waste generation/diversion:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Reports internally</td> <td style="width: 33%;">Reports externally</td> <td style="width: 33%;">Third-Party Verified (list 3rd party org)</td> </tr> <tr> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table> Enter 3 rd Party org.: Click or tap here to enter text	Reports internally	Reports externally	Third-Party Verified (list 3 rd party org)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reports internally	Reports externally	Third-Party Verified (list 3 rd party org)					
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No					
<u>Other (describe):</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Reports internally</td> <td style="width: 33%;">Reports externally</td> <td style="width: 33%;">Third-Party Verified (list 3rd party org)</td> </tr> <tr> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table> Enter Other Environmental Metric: Click or tap here to enter text. Enter 3 rd Party org.: Click or tap here to enter text	Reports internally	Reports externally	Third-Party Verified (list 3 rd party org)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reports internally	Reports externally	Third-Party Verified (list 3 rd party org)					
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Yes <input type="checkbox"/> No	Experience implementing recognized local or international environmental standards in services, where applicable (list, e.g., LEED, Envision, CEEQUAL): Click or tap here to enter text.						
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has had any significant environmental fines/ penalties (> USD \$10,000) in the past five years. If yes, please describe reason: Click or tap here to enter text.						