

# *Parsippany-Troy Hills Township Schools*

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*Robin C. Tedesco*  
Business Administrator/Board Secretary

292 Parsippany Rd, P.O. Box 52  
Parsippany, NJ 07054-0052  
(973)263-7200 ext. 7209  
e-mail: [rctedesco@pthsd.net](mailto:rctedesco@pthsd.net)

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 [rrizzuto@pthsd.net](mailto:rrizzuto@pthsd.net); or fax to the attention of Rita Rizutto 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; For more information, you may contact 609-292-9292 or visit <http://www.nj.gov/treasury/revenue/gettingregistered.shtml>.

\_\_\_\_\_ [Political Contribution Disclosure Form \(PCD\)](#)

\_\_\_\_\_ [Iran Financial Disclosure Form](#)

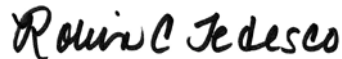
\_\_\_\_\_ IRS Form W-9

\_\_\_\_\_ 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 Certificate of Employee Information Report ([Sample](#)), issued in accordance with N.J.A.C. 17:27 et seq. 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