



# Request for Customer Information

\*required field

**Business Name\*:** \_\_\_\_\_

**Remit Address**

<b>Address Line 1*:</b>	<b>City, State, Country*:</b>
<b>Address Line 2:</b>	<b>Postal Code / 9-digit zip code*:</b>
<b>Telephone Number*:</b>	<b>Email address*:</b>
<b>Fax Number*:</b>	<b>Contact Name*:</b>
<b>D&amp;B D-U-N-S Number:</b>	<b>NAICS or SIC Code:</b>

**Diversity/Socio-economic Classification – check ALL that apply\*:**

- |  |  |
|--|--|
| <input type="checkbox"/> Large Business Enterprise<br><input type="checkbox"/> Small Business Enterprise<br><input type="checkbox"/> Woman-Owned Business<br><input type="checkbox"/> Veteran-Owned Business<br><input type="checkbox"/> Service-Disabled Veteran-Owned Business<br><input type="checkbox"/> Alaska Native Corporations (ANCs) and Indian Tribes that are not Small Businesses<br><input type="checkbox"/> Alaska Native Corporations (ANCs) and Indian Tribes not certified by the SBA as Small Disadvantaged Businesses<br><input type="checkbox"/> Historically Black College/University or Minority Institution<br><input type="checkbox"/> HUB Zone Business - <i>requires SBA Certification submitted</i><br><input type="checkbox"/> Disadvantaged Owned Business (8A FIRM) - <i>requires SBA Certification submitted</i> | Minority-Owned Business:<br><input type="checkbox"/> Asian/Pacific American <input type="checkbox"/> None Apply<br><input type="checkbox"/> Hispanic American<br><input type="checkbox"/> African American<br><input type="checkbox"/> Sub-Continent Asian<br><input type="checkbox"/> Native American<br><input type="checkbox"/> Individual Qualifying<br><input type="checkbox"/> Combined Ethnic Group Ownership |
|--|--|

Your classification status will be held indefinitely as represented on this form. You must immediately notify HNI Corporation in writing if your status changes.

In accordance with U.S.C. 645(d.), any person who misrepresents a firm's proper size classification shall (1) be punishable by imposition of a fine, imprisonment, or both, (2) be subject to administrative remedies, and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

**Payment Information\***

- Domestic ACH       International ACH

<b>Bank Name:</b>	<b>Account Type:</b> Checking <input type="checkbox"/> Savings <input type="checkbox"/>
<b>Transit Routing # (Domestic or Canadian):</b>	<b>Account #:</b>
<b>Remittance Notification Email Address:</b>	
I hereby authorize HNI Corporation and its subsidiaries to make accounts payable reimbursements directly to my checking or savings account, as indicated above.	
<b>Submitted by:</b>	<b>Date:</b>

**return completed form and W9 to [hnicustomerinfo@hnicorp.com](mailto:hnicustomerinfo@hnicorp.com)**

## **HNI Supplier Information Form Instructions**

**Business Name** – Name the business goes by.

**Address** – Address the business would like payment(s) to be sent, including telephone and fax numbers. This may be the same as the Physical Address.

**D&B D-U-N-S Number** - Dun & Bradstreet Number, D-U-N-S Number; a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 100 million businesses worldwide. [www.dnb.com](http://www.dnb.com)

**NAICS or SIC Code** – NAICS uses a six digit hierarchical coding system to classify all economic activity into twenty industry sectors. Five sectors are mainly goods-producing sectors and fifteen are entirely services-producing sectors. This six digit hierarchical structure allows greater coding flexibility than the four digit structure of the Standard Industrial Classification (SIC) system. NAICS allows for the identification of 1,170 industries compared to the 1,004 found in the SIC. For detailed information on the NAICS coding structure please visit the U.S. Census Bureau at [www.census.gov](http://www.census.gov)

**Diversity/Socio economic Classification** – Classification information provided at [www.sba.gov](http://www.sba.gov)

**Remittance Notification Email Address** – Email address to forward payment remittance details for ACH/EFT or Wire payments.