



Town of Secaucus

Purchasing Department

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To: All Vendors
Advisory Notice – Law C57, Laws 2004, S1778

Business organizations planning to contract with any public agency in New Jersey, including state agencies, local governments, colleges/universities and local school boards will be required to provide a copy of their Business Registration Certificate.

Information about Business Registration Certificates and application forms are available on the New Jersey Department of Treasury; Division of Revenue and Enterprise Services website: www.state.nj.us/treasury/revenue. The website also permits you to check to see if you are already registered.

The Town of Secaucus requires a copy of your Business Registration Certificate on file as soon as you receive it.

“Business organization” (as defined in the law) means an individual, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof, that seeks to enter, or has entered into, a contract to provide goods or services or to construct a construction project with a contracting agency.

The revised law further provides that:

1. A copy of the Business Registration Certificate issued by the New Jersey Department of Treasury shall be provided prior to the award of a bid or RFP.
2. A copy of the Business Registration Certificate shall be submitted before any purchase order or other contracting document can be issued. Failure to supply a certificate will prevent the Town from being able to purchase from you.
3. Contractors are responsible for notifying subcontractors of the law's provisions.

It is anticipated that the Department of Treasury will promulgate rules, which may require further communication at a later date.

Division of Revenue and Enterprise Services

[Announcing the Streamlined Business Reinstatement and Dissolution Program](#)

[Home](#) / [Business Registration Certificate](#)

Business Registration Certificate

A Business Registration Certificate serves two purposes:

- For public contracting, as proof of valid business registration with the New Jersey Division of Revenue. All contractors and subcontractors must provide this documentation when seeking to do business with the State of New Jersey, and other public agencies in this state. Proof of registration is also required for licensure with the Casino Control Commission.
- To comply with Chapter 85, P.L. 2006, defined under N.J.S.A. 54A:7-1.2. You must use the Business Registration Certificate if you are an unincorporated construction contractor performing work in NJ or you are a registered unincorporated contractor requesting proof of certification.

If you are a registered vendor but have not received the Business Registration Certificate in the mail, you may [obtain a certificate online](#). Please note that this certificate is not required for all businesses in New Jersey. It is required only for those doing business with the public sector and with the casino service industry.

You may check the [online registration inquiry](#) to determine if the business is already registered. If you have not registered but are required to have this certificate, you will need to complete Form NJ-REG. Representatives of the Division's Client Registration activity are available to assist in the registration process. Call [609.292.9292](#).

Filing Form NJ-REG

You may submit Form NJ-REG online, but please review the following before doing so:

- Any domestic or foreign corporation, limited partnership, limited liability company or limited liability partnership that is contracting with public agencies in New Jersey and/or that has tax nexus in New Jersey must obtain legal authority to operate in this State prior to submitting Form NJ-REG. Generally, this is accomplished by filing a Certificate of Incorporation or Formation with the Division. You may wish to visit the [getting registered](#) page for more information on this topic.
- Individuals or Unincorporated Construction Contractors with no business tax or employer obligations may register using [Form Reg-A](#) instead of Form NJ-REG in order to obtain the Business Registration Certificate. Individuals who have created and are operating as a business entity (e.g. LLC) may not use Form REG-A.
- Non-profit organizations may be required to register for tax purposes, but are not subject to the proof of registration requirement when contracting with public agencies in this state.

[Access Form NJ-REG online](#)

Public Contracts

When seeking a public contract, an affirmative action report (Form AA-302) will also be required. The Certificate of Registration may not be used as evidence of compliance with the affirmative action requirements and submitted in lieu of Form AA-302. Both forms will be required. The Division of Contract Compliance and Equal Employment Opportunity in Public Contracts provides guidelines for businesses awarded public contracts. In

addition, answers to [frequently asked questions](#) are provided by the Division of Local Government Services. While designed for local government contracting, the FAQ page contains guidance that it is applicable to most New Jersey government procurement activities.

- [Instructions for Contracting with Local Government, Colleges and Universities, County Colleges and Boards of Education](#)
- [Guidelines and Regulations for Awarded Public Contracts](#)
- [Affirmative Action Employee Information Report \(Form AA-302\)](#)
- [NJ Local Agency Procurement Laws](#)

Last Updated: Tuesday, 12/10/19



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Department of the Treasury
Division of Revenue and Enterprise Services
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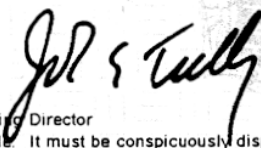
Site Maintained by Division of Revenue and Enterprise Services

All businesses MUST provide a copy of their Business Registration Certificate (BRC) for their registration to be complete. Below are samples of a BRC Certificate. The Taxpayer Name on the BRC must be the same as the name on the Vendor Registration and the W9 form.

Non-profit Organizations must provide proof of 501(c)(3) exemption instead of the BRC.

Online BRC Look-up: https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Information on BRC Requirements: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)	Acting Director	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004

For Office Use Only:

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