



TURNING STONE
ENTERPRISES

Vendor Form

New Change

Section I – Vendor Information

Vendor name DBA (if applicable)
Mailing address City State Zip
Remittance address City State Zip
Contact name Phone Fax Email

Section II – Purchasing Information

FOB Terms Freight Terms
Category Code

Section III – Payment Information

Payment Terms Other Discounts/Rebates Payment Method
For ACH or Wire include Financial Institution Name Routing Number (9 digit code) Account
Number Account Type Email Address for Payment Notification

Section IV - Taxpayer Identification Number and Certification

- W9 (IRS form to collect tax ID from domestic vendor used to determine the correct tax reporting status for the vendor)
 W8 (IRS form to collect tax information from a foreign person or organization used to determine the correct tax reporting status for the vendor)

Per IRS regulations 28% backup withholding will be withheld from payments until form(s) are received.

Section V – Requestor

Requested by Department name Date

Section VI – To be completed by Finance

Date received _____ Approved by _____

Entered by _____ Confirmation to requestor _____