

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 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) We (IRS form to collect tax information form 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 Date received						
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Date received Approved by	Section VI – To be o	completed b	by Finance			
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Entered by _____ Confirmation to requestor _____