



Vendor Request Form

Please allow 7–14 business days to create an account. Please complete the attached W-9 form.

NOTE: A SIGNIFICANT DELAY WILL OCCUR IF THE FORM IS NOT FILLED OUT AS REQUIRED.

Requested by:

Date:

VENDOR CONTACT INFORMATION

Full legal name of vendor:

Address:

City:

Providence / State:

Postal / Zip Code:

Contact:

Email:

Phone:

Fax:

VENDOR REMITTANCE INFORMATION (IF DIFFERENT FROM ABOVE)

Full legal name of vendor:

Attention:

Address:

City:

Providence / State:

Postal / Zip Code:

Contact:

Email:

Phone:

Fax:

ORDERING INFORMATION

Full legal name of vendor:

Address:

City:

Providence / State:

Postal / Zip Code:

Contact:

Email:

Phone:

Fax:

Vendor Type:

(What are we buying? Service, consulting, equipment, etc)

Additional Notes:



Vendor Request Form - Banking Information

Note: The Contact Information page is to be completed and submitted prior to, or at the same time, as the banking information to be processed and added into the system.

Requested by: _____ Date: _____

VENDOR CONTACT INFORMATION

Full legal name of vendor: _____
 Address: _____ Contact: _____
 City: _____ Email: _____
 Providence / State: _____ Phone: _____
 Postal / Zip Code: _____ Fax: _____
 Tax ID Number: _____
 Company Website: _____

FINANCIAL INSTITUTION INFORMATION (USA and Canada Domestic Payments)

Bank Name: _____
 Street Address: _____
 City: _____
 Providence / State: _____
 Postal / Zip Code: _____
 Routing / ABA Number: _____
 (ACH / EFT only)
 Bank Account Number: _____
 Bank Account Currency: _____
 Transit Number: _____ Branch Number: _____
 (CANADA only) (CANADA Only)

Any incurred banking fees are the responsibility of the vendor.

INTERNATIONAL PAYMENT ONLY (Outside of USA and Canada)

Bank Name: _____
 Street Address: _____
 City: _____
 Providence / State: _____
 Postal / Zip Code: _____
 Bank Account Currency: _____
 Swift Code: _____ Intermediary Bank Name: _____
 (If Required)
 IBAN Account: _____ Intermediary Bank Swift Code: _____
 (If Required)

Any incurred banking fees are the responsibility of the vendor.

AUTHORIZED OFFICER INFORMATION

First Name: _____
 Last Name: _____
 Title: _____

 Signature

 Date (mm/dd/yyyy)

The payment will be issued according to the currency in which they have been invoiced, if the bank account is in a different currency any exchange rate difference will be responsibility of the company to which the payment is being made.

Standard payment terms are net 30 days after receipt of a valid invoice.

Important Disclosure: countries may have currency requirements that go beyond basic routing. If that is the case for your country or origin, please supply full routing confirmation as provided by your bank (confirmation letter with completed routing instructions).

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.