

## VENDOR INFORMATION FORM

DATE: \_\_\_\_\_

\*W-9 ATTACHED: \_\_\_\_\_ YES

ATTACHMENTS: \_\_\_\_\_ YES \_\_\_\_\_ NO

### VERNDOR INFORMATION

New Vendor \_\_\_\_\_

Change Information \_\_\_\_\_

Update Vendor \_\_\_\_\_

\*Vendor Name: \_\_\_\_\_  
\_\_\_\_\_

DBA Name: \_\_\_\_\_  
(If applicable/available)

FID/SSN Number: \_\_\_\_\_

#### Contact Addresses

\*Accounts Payable address: \_\_\_\_\_

\*City/State/Zip Code: \_\_\_\_\_

\*Purchase Orders address: \_\_\_\_\_

\*City/State/Zip Code: \_\_\_\_\_

Contact Name (if applicable): \_\_\_\_\_

Vendor Telephone: \_\_\_\_\_

\*Vendor Email: \_\_\_\_\_

**(Purchase orders will be sent through email. If you wish not to include email please let us know why.)**

**(\*) – REQUIRED TO ENTER INTO TYLER MUNIS**

**Internal Use Only:**

Vendor MUNIS # : \_\_\_\_\_

Date Entered : \_\_\_\_\_