



Vendor Set Up Form

Please complete the information below in order to be set up as a new vendor.

Date

Business Name

DBA

Phone

Fax

Email Address

Physical Address

City

State, Zip Code

Remittance Address

City

State, Zip Code

Agent/Representative

Are you a Use Tax vendor? (Please check one) ☐ Yes ☐ No

An IRS W-9 form must be attached to this form before submitting to Finance Department. Please send completed forms to the email below.

