

## New Vendor Information Form / W-9 (Revised 11/22/19)

**New Vendor Information Form:** Complete this form and attach to your requisition in Munis when requesting to order from a NEW vendor.

If information is not available, please enter N/A on appropriate lines. Thank you.

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

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Email Address: \_\_\_\_\_

**W-9 Form:** In order to ensure accurate information a W-9 is required for ALL new vendor requests and must be attached to the requisition. You may contact the vendor directly via phone or email. This information should be available on their website.

**Please check all that apply:**

- Vendor is a service provider, i.e.: assembly presenters, DJs, photographers, etc.
- Products will be customized or are custom-made
- Payment is for software that must be renewed annually or an on-line subscription
- Payment is for rentals (property or equipment) or repairs
- Payment is for registration fees for conferences or workshops
- Payment is for advertising
- Payment is for copyrights, royalties, or licenses (including software licenses)

Any vendor specific instructions or comments: \_\_\_\_\_

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