

New Vendor Update Form

To add your business to our vendor file, or update information. Please complete this form and mail or fax it to the address/fax number below.

<u>Business Information</u>		(For office use only) VN#: _____
Business Name: _____		
Contact Name: _____		
Location Address: _____	CITY/STATE	Zip Code
Mailing Address (if different): _____	CITY/STATE	Zip Code
Phone #: () -	Fax #: () -	E-Mail: _____

<u>Business Type (Please Check One)</u>	
Corporation <input type="checkbox"/>	- - - - - Federal ID # (9 digits)
Partnership <input type="checkbox"/>	- - - - - Federal ID # (9 digits)
Government Agency <input type="checkbox"/>	- - - - - Federal ID # (9 digits)
Non-Profit <input type="checkbox"/>	- - - - - Federal ID # (9 digits)
Sole Proprietor <input type="checkbox"/>	- - - - - Federal ID # (9 digits) or Social Security Number
What is the official name registered with the I.R.S. for the above number? _____	
If you are not a corporation, is your Business subject to 1099 reporting? <input type="checkbox"/> Yes <input type="checkbox"/> No	

State of Washington U.B.I. # _____	Federal Way Business License #: _____
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Will you provide supplies or services to the City of Federal Way? <input type="checkbox"/> <i>Supplies</i> <input type="checkbox"/> <i>Services</i>
City of Federal Way Staff/Department Contact Name: _____

Signature (US Person including a US resident alien) _____ Date: _____