

Vendor Set-up Instructions

1. Vendor Setup Information Form
 - Complete Parts 1 and 3 of the form
 - You will need to know you company or organization's address and tax identification number
2. W-9 Form
 - Fill in the business name, address and tax identification number.
 - Sign and date the form
3. Self Certification Form
 - Fill in the Company name and tax identification number
 - In the type of business section, most organizations will need to place an "x" by "large business or not-for-profit"
 - Sing and date the form

All three forms must be faxed to Heather Rogers at (806)742-4003

Please call (806)742-2804 if you have any additional questions.