Vendor Set-up Instructions

1. Vendor Setup Information Form
   - Complete Parts 1 and 3 of the form
   - You will need to know your 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”
   - Sign 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.