



New Vendor Setup Checklist

COMPANY INFORMATION	
Company name:	
Company d/b/a:	
Contact Name:	
Address:	
Telephone number:	
Fax number:	

CHECKLIST		
<input type="checkbox"/>	Attach legible copy of W-9	Must be current 2018 form with a permanent address and type of business elected.
<input type="checkbox"/>	Foreign Vendor – Attach legible copy of W-8	If providing U/S/ sourced income services.
<input type="checkbox"/>	Compliance Screening & Reporting	
<input type="checkbox"/>	Attach current Certificate of Liability Insurance	
<input type="checkbox"/>	Attach vendor ACH Form	If vendor elects electronic fund payment.
<input type="checkbox"/>	Credit Card Purchase?	Mark if payment type is credit card.