



City of Gillette

VENDOR SET-UP FORM

To Be Filled Out by VENDOR ONLY

New Vendor

Reactivate Vendor

Address Change

\_\_\_\_\_ Vendor Number

\_\_\_\_\_ Requesting Division

201 E 5<sup>th</sup> St • Gillette, WY 82716 • Phone (307) 686-5376 • Fax (307) 682-7942

**PLEASE FILL OUT COMPLETELY.** An incomplete form will create a delay in our payment(s) to you and your payment(s) could be subject to the IRS required backup withholding

\_\_\_\_\_  
Name, as it will appear on check (NO ABBREVIATIONS)

\_\_\_\_\_  
Doing Business As (if different than name on check)

\_\_\_\_\_  
Payment Address

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

( )  
\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Accounts Receivable Contact

( )  
\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail

Vendor Type: (Check appropriate box)

Individual/Sole Proprietor or Single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited Liability Company: Enter tax classification (C=C Corporation, S=S Corporation, P=Partnership) \_\_\_\_\_

**Note:** For a single-member LLC that is disregarded, do not check LLC, check the appropriate box in the line above for the tax classification of the single-member owner.

Other: \_\_\_\_\_

Name (Owner of the Tax Payer Identification Number (EIN or SSN) as name appears on IRS or Social Security Administration Records): \_\_\_\_\_

Social Security #: \_\_\_\_\_ or Federal TIN: \_\_\_\_\_

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) And,
2. I am not subject to back up withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_