

VENDOR APPLICATION

The City of Decatur, Texas requires a Federal Tax Identification Number or Social Security Number from all vendors doing business with the City. In order to comply with the tax reporting requirements of the Federal Regulations.

For your convenience, you may return the information in one of the following ways:

Fax: 940-393-0201

E-mail: APinvoices@decaturtx.org

Mail: City of Decatur
P.O. Box 1299
Decatur, TX 76234

Do you accept Visa?

Yes () No ()

COMPANY NAME AND ADDRESS:

Name of Firm (company or individual):	Phone Number:	Fax Number:
DBA Name:		
Address:	City:	State: Zip:
Type of Organization/Type of Goods/Services:		
Contact Person:	Email:	Website:

REMITTANCE ADDRESS: (if different from above)

Address:		
City:	State:	Zip:

W-9 INFORMATION

The City's Finance Department cannot assign a City vendor number without a copy of the vendor's signed IRS W-9 form on file with the City's Finance Department. This vendor application shall be put "on hold" and a check shall not be issued until a W-9 is received by the City of Decatur Finance Department.

FOR OFFICE USE ONLY	
<input type="checkbox"/> Form W-9 signed and complete	<input type="checkbox"/> Other
<input type="checkbox"/> ACH payment form (if preferred payment method)	<input type="checkbox"/>
Finance Authorized Signature:	RECEIVED: