



City of Dallas

CITY CONTROLLER'S OFFICE VENDOR ADD /CHANGE FORM FOR COMPANIES AND INDIVIDUALS

To become a vendor with the City of Dallas, please complete all sections of the form below and submit it along with your company's current W-9 form to: codvendorregistrations@dallas.gov.

Type of Request: <small>Chose One option</small>	<input type="checkbox"/> Add New Vendor <input type="checkbox"/> Update Existing Vendor (Current Vendor # _____) <input type="checkbox"/> Add Remit To Address
*Legal Name: (Line1 of W-9)	
DBA: (Line2 of W-9)	
Previous Name: (Updates only)	
*Checks Payable To:	

Tax Identification Information

(Form will not be processed without this information; W-9 must be attached)

*Social Security Number				-																
OR																				
*Federal Tax ID				-																

General Information (Company Corporate Address)

*Address:																				
City:																				
State:																				
*Telephone:																				
Company Website:																				
*Email Address:																				

Remit To Address

(Address where payments are mailed. For EFT (Electronic Funds Transfer), please include an email address for EFT notifications.)

*Remit To Address:																				
City:																				
State:																				
*Email Address:																				

Ordering Address (Address where purchase orders are received)

*Contact:																				
*Address:																				
City:																				
State:																				
*Email Address:																				

Accounts Receivable Contact Information

*Contact Name:																				
*Telephone:																				
*Email Address:																				

Financial Information (Banking information for EFT Payments, include Bank Detail Letter or Voided Check)

*Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings																			
*Bank Contact Name:																				
Bank Telephone:																				
*Bank Email Address:																				
*Bank Transit Routing #																				
*Bank Name:																				
*Bank Account Number:																				
Previous Account Number:																				

Important Notes: The **signed and dated** W-9 form must accompany this registration. Incomplete submissions will delay processing.

PLEASE ONLY COMPLETE AND SUBMIT IF THE INFORMATION HAS CHANGED.

*Complete form and email it to CODVendorRegistrations@dallas.gov.

*If the Company has been acquired or merged, complete the form and email along with the following:

☞ **W-9**

☞ **Current Insurance Certificate in compliance with contract specifications**

☞ **Purchase/Acquisition/Merger Agreement Documents**

☞ **State of TX Secretary of State Registration Documentation**

☞ **Assumed Name (“Doing Business As”) Certificate**

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