



VENDOR REGISTRATION

CITY OF WICHITA

455 N. MAIN; 12TH FLOOR | WICHITA, KS 67202
PHONE 316-268-4636 | FAX 316-268-4656 or 316-219-6308
EMAIL: VENDOR@WICHITA.GOV

FOR OFFICE
USE ONLY
VENDOR#

Requested by:

| Company Name: | | | |
|---------------------------------------|-----|--------------------------------------|-----|
| DBA Name: | | | |
| Mailing Address (for Purchase Orders) | | Remittance Address (for Payments) | |
| Street | | Street | |
| City | | City | |
| State | Zip | State | Zip |
| Phone | | Phone | |
| Fax | | Fax | |
| Preferred PO Delivery Method | | Preferred Payment Method: | |
| Paper (mail) | | Check | |
| Email to: | | ACH/EFT (complete ACH/EFT form also) | |
| Sales Contact Person | | Accounts Receivable Contact Person | |
| Name | | Name | |
| Title | | Title | |
| Email | | Email | |
| Phone | | Phone | |

| TAX IDENTIFICATION NUMBER (TIN) | | | |
|--|-----|------------|--|
| All USA firms that are established as an individual, self-employed or sole proprietorship must provide either their Social Security Number (SSN) OR Federal Employer Identification Number (FEIN). All other businesses, such as corporations, must provide their FEIN. | | | |
| FEIN | | SSN | |
| Are you a 1099 vendor? (One MUST be selected) | yes | no | A completed IRS for W9 MUST be included with this registration. Please initial to acknowledge |
| Certification: Under penalties of perjury, I certify that: 1. The payee's TIN is correct 2. The payee is not subject to backup withholding due to failure to report interest and dividend income, and 3. The payee is a U.S. Person | | | |
| Signature of U.S. Person | | | |
| Printed Name | | | Date: |

| MINORITY OWNED BUSINESS | | | |
|---|-----------------------|------------------------|--------------------|
| If yes, please check the appropriate box: | | | |
| (A) Asian | (AA) African American | (AKA) Alaskan American | (HI) Hispanic |
| (NA) Native American | (PI) Pacific Islander | (WO) Woman Owned | (VB) Veteran Owned |

PLEASE RETURN THIS FORM AND COMPLETED W9 BY EMAIL, FAX, OR MAIL TO THE ABOVE LISTED NUMBERS.

REVISED 26 JULY 2021