

# ***Accounts Payable Vendor Information Form***



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For information call Brenda Moerke at 253.460.5429 or Email: [upfinance@CityofUP.com](mailto:upfinance@CityofUP.com)

To add your business to our vendor file, or update your information, complete this form and email it and a copy of a completed IRS Form W-9 to: [upfinance@CityofUP.com](mailto:upfinance@CityofUP.com)

Submittal of this information does not guarantee the City will place an order with your business. It is the vendor's responsibility to update this information as it changes.

Business Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

Person to contact concerning bids and contracts: \_\_\_\_\_  
Name Phone

State of Washington U.B.I. #: \_\_\_\_\_

Remittance Address (if different from above): \_\_\_\_\_

Accounts Receivable Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

What will you be providing to the City of University Place?      Services      Supplies      Both