

# Billings Public Schools Vendor Application

A current signed W-9 form and Vendor Application are required before vendors will be added to the Billings Public Schools Vendor List.

Are you a District Employee  No  Yes (If Yes, refer to Policy 7320)

Are you an Individual  No  Yes

Are you a Business  No  Yes or Independent Contractor  No  Yes

Do you accept Purchase Orders  No  Yes

Do you accept Credit Cards  No  Yes

Do accept electronic payments  No  Yes

Individual Name \_\_\_\_\_

Company Name \_\_\_\_\_

State Incorporated \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Remit to Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Does a Billings Public Schools employee have a direct ownership with your company?

No  Yes (If yes, please refer to Policy 7320)

Tax ID Number \_\_\_\_\_

Tax Classification \_\_\_\_\_

Social Security Number \_\_\_\_\_

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

**Please mail, e-mail or fax completed application and a copy of your current W-9 and Independent Contractor paperwork from the state if applicable to:**

**Billings Public Schools**

**E-mail to: Donnie McVee**

**Donnie McVee**

**mcveed@billingschools.org**

**415 North 30<sup>th</sup> Street**

**Billings, Montana 59101**

**Fax: 406-281-6179**

**Requested by: \_\_\_\_\_**

**(School or Department)**