



## Vendor Information Form

TOWN USE ONLY

New Vendor

Update Vendor Information

Reimbursement Only

Vendor I.D.: \_\_\_\_\_

Town of Ellington – Finance Department  
55 Main Street  
Ellington, CT 06029

Telephone Number: (860) 870-3115  
Fax Number: (860) 870-3158

Payment terms are Net 30, unless otherwise stated **AND** agreed to by the Town.

### Legal Name: \_\_\_\_\_

(Name that is used on your Federal Tax Return. If you are a Sole Proprietor of a business the name of owner of the business is required.)  
Company or Business Name (if different from above): \_\_\_\_\_

#### Legal Mailing Address:

Line 1: \_\_\_\_\_  
Line 2: \_\_\_\_\_  
Line 3: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Payment/Remit to Address: OR Same as PO Mailing Address

Line 1: \_\_\_\_\_  
Line 2: \_\_\_\_\_  
Line 3: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

### Vendor Type (check only one):

Vendor\*  Reimbursement Only

\*If "Vendor": Provider of:  Goods  Services  Goods/Services Type of Services Offered: \_\_\_\_\_

### Type of Organization (check only one):

#### Employer Identification Number:

#### Social Security Number/ITIN:

Individual – US citizen or US permanent resident

Individual – Non-US citizen & non-US perm resident

Limited Liability Corporation

Sole Proprietorship

**OR**

Partnership – US

Corporation – US (includes 501(c)3 non-profit corp)

Government Agency – US

Non-US:  Corporation  Partnership  Gov Agency

Exempt Status  yes  no

### Vendor Ownership Type (please check those that apply):

Any type of Minority business must be at least 51% owned and controlled by one or more individuals who qualify as minority.

Majority

Minority

Women Owned

Other \_\_\_\_\_

### Conflict of Interest:

Yes  No Are you or any Officer, Owner or Partner in this company an employee of the Town of Ellington?

Yes  No Are any family member's employees of the Town of Ellington? If yes, please state who: \_\_\_\_\_

**Note:** You must provide a Social Security Number (SSN) or Federal Employer Identification Number (FEIN) AND a legal business address that corresponds to the tax identification number given on this form in order for the Town to process your payment(s). The Town is required by Federal law where applicable to report such payments along with the SSN/FEIN to Federal and State agencies where required by law. Your failure to provide a correct name and Taxpayer Identification Number will subject your payments to federal income tax withholding. Vendors required, please attach a W-9.

I Certify that I have examined this form and determined to the best of my knowledge, the information provided is complete and accurate.

Name of Individual completing form (print name and title if applicable):

Telephone #:

Individual or Authorized Company Representative (Signature):

Date: