



Public Schools of the Tarrytowns

REQUEST FOR NEW VENDOR FORM

Please complete the questions below and attach a completed IRS Form W-9. By law, we are required to keep on file an updated IRS Form W-9 for each vendor.

Date: _____

Vendor Name: _____

Address: _____

Phone: _____

Fax: _____

Payment Address: _____
(if different from above)

Vendor Email: _____

Vendor Contact: _____

Administrator: _____
Building/District Administrator

Purchasing Agent: _____
Assistant Superintendent for Business