



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
Credit Cards? No Yes
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 send completed application and a copy of your current W-9 and Independent Contractor paperwork from the state if applicable to:

Mail: Attn: Accounts Payable
Billings Public Schools
415 North 30th Street
Billings, MT 59101

E-mail: Accountspayable@billingschools.org

Fax: 406-281-6179

Requested by: _____
(School or Department)