Longview School District No. 122
New Vendor Request Form

VENDOR MUST PROVIDE CURRENT FORM W-9
Form can be located at: https://www.irs.gov/pub/irs-pdf/fw9.pdf

Vendor Name			
Business Name (If Different)			
Address (number, street, and apt. or suite no.)			
City		**State**	**Zip +4**
Full zip code can be obtained by visiting the USPS webpage at https://tools.usps.com/go/ZipLookupAction!input.action			

Remit to Address if Different from above (number, street, and apt. or suite no.)			
City		**State**	**Zip +4**
Full zip code can be obtained by visiting the USPS webpage at https://tools.usps.com/go/ZipLookupAction!input.action			

Phone			
Fax			
Other			
Email to send PO's		@	
Billing Contact (Name & Email)			

Has a W-9 been completed and attached to this form?	Yes☐ No☐
Please note: Vendor will not be added until completed W-9 has been received	
Are you a Contractor doing Construction Work for the Longview School District	Yes☐ No☐
Please Provide WA UBI # _____	Yes☐ No☐
Contractor with Employees? Please Provide Employment Security Number # _____	Yes☐ No☐
Does the vendor require a minimum purchase order amount?	Yes☐ No☐

Questions? – Call (360) 575-7905
Please return completed form and W-9 to: purchasing@longview.k12.wa.us or fax to (360) 575-7174.