



MONROE COUNTY, FLORIDA BOARD OF COUNTY COMMISSIONERS NEW VENDOR FORM

This form is to be completed to ADD a new vendor information to Monroe County, Florida vendor database. Vendor must complete the entire form and include all required documentations to support the change request.

Use this form for A NEW VENDOR, NAME CHANGE, or TAX ID CHANGE

Individual or Business Name: _____

Vendor EIN or last 4 digits SSN: _____ Vendor Point of Contact: _____

Vendor Point of Contact Email: _____ Phone: _____

Purpose of New Vendor:		
SECTION A – MAILING OR REMITTANCE ADDRESS INFORMATION		
Must include a completed IRS Form W9 and a copy of vendor invoice with billing address.		
Vendor Mailing Address: Address: _____ City: _____ State: _____ Zip: _____	Remittance Address if different from Mailing Address: Address: _____ City: _____ State: _____ Zip: _____	
SECTION B – OTHER REQUIRED INFORMATION		
Must include a VOIDED check or a Bank Certification Letter. A VOIDED check must have the vendor's preprinted name. A Bank Certification Letter may have the bank representative's signature. We do not accept deposit slips or a vendor's internal remittance letter.		
Bank Information for electronic deposit: Bank Account Type: Checking Savings Bank Name: _____ Name on Account: _____ Bank Routing Number: _____ Bank Account Number: _____	1099 Required? Yes No If Yes , please check 1099 Type: Attorneys Medical/Healthcare Payments Non-Employee Compensation Other Income Rentals	
SECTION C – VENDOR AUTHORIZATION		
The form must be signed by a person with check signing authority for the company listed. Under penalties of perjury, I certify that the above information is complete and accurate. I authorize Monroe County, Florida to remit payment into the bank account or/and address indicated above. This authorization will remain in effect until Monroe County, Florida has received, in writing, a cancellation notification.		
_____ Signature	_____ Title	
_____ Print Name	_____ Phone Number	_____ Date
STATE OF _____ COUNTY OF _____		
The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____.		
Name and Title		
(SEAL)	_____ Print, Type, Stamp Commissioned Name of Notary	
Personally Known _____ OR Produced Identification _____ Type of Identification Produced: _____		