



**VENDOR INFORMATION FORM** - Please use the "Print" button when finished to print and fax the form to the Purchasing Department at 719.584.0202 or you can print this form, scan it, and save it to your computer and e-mail it to [tgarcia@pueblowater.org](mailto:tgarcia@pueblowater.org).

Company Name  Company Type

Federal Tax ID  Social Security   1099 Required

*Numeric Entry Only No Dashes*

Remit To Address  City  State  Zip

E-mail Address  Phone  Fax

Contact Person  Title  *Numeric Entry Only*

*If different than Remit to Address*

Bid Address  City  State  Zip

E-mail Address  Phone  Fax

Contact Person  Title  *Numeric Entry Only*

*Payment Terms* Due Date  Days after invoicing Discount  % Order discount

*Payment Method*  Credit Card (At Sale)  Check (net 30)  If paid within  Days of invoice

*Electronic Funds Transfer / ACH Authorization Form (optional, Net 30)*

Bank Name & Address

Title on Bank Account

Bank Routing Number  Bank Account Number

Bank Contact Name  Phone

*Remit Advice* For your bank  Yes  No *Send remittance advice directly to my bank in Nacha format*

For your company *Send to this email address*

*Remittance advice is sent as Adobe Acrobat PDF*

By checking this box I understand that this authorization is to remain in full force and effect until either party receives written notification of cancellation in such a manner of time as to afford a reasonable opportunity to act on it.

Date

Contact the Purchasing Department  
719.584.0201  
with questions regarding this form.