



NEW VENDOR REQUEST FORM
PLEASE PRINT OR TYPE

Requestor Name:	
Department Name:	
Date:	

REQUIRED: Attach completed W-9 "Request for Taxpayer Identification Number & Certification"
No check will be issued to any vendor without a W-9 form on file.

Company Name:		Internal use only: companies with NLV address must obtain NLV business license
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If you are a SOLE PROPRIETOR or SINGLE-OWNER LLC	Required: Personal Name of owner of the business:	
	Optional: Business name if different from above:	

Enter your TIN in the appropriate box. For individuals/sole proprietor, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

Social Security Number		Employer Identification Number	
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Exemption: If exempt from Form 1099 reporting, check your qualifying exemption reason below:

<input type="checkbox"/>	CORPORATION - Note that there is NO corporate exemption for medical and healthcare payments or payments for legal services.
<input type="checkbox"/>	TAX EXEMPT ENTITY - Under 501 (a) (includes 501 (c) (3)) or IRA
<input type="checkbox"/>	THE UNITED STATES - Or any of its agencies or instrumentalities
<input type="checkbox"/>	A STATE - the District of Columbia, a possession of the United States, or any of their political subdivisions or agencies
<input type="checkbox"/>	A FOREIGN GOVERNMENT - Or any of its political subdivisions or an international organization in which the United States participates under a treaty or Act of Congress

Vendor Purchase Order Address

Address:					
City:		State:		Zip:	
Telephone:		Fax:			
North Las Vegas Business License Number:		NV State Business License Number:			
		NV State Contractors License Number			

Vendor Remittance Address

Company Name:					
Address:					
City:		State:		Zip:	
Phone:		Fax:			

Classification

Type of Organization:	<i>"✓" if applicable</i>	Minority Status:	<i>"✓" if applicable</i>
Woman-Owned Business (WBE)		African American/Black	
Disadvantaged Business Enterprise (DBE)		Asian Pacific/Asian Indian Americans	
Minority-Owned Business Enterprise (MBE)		Hispanic Americans	

Small Business Enterprise (SBE)

Native American Indians