

**CITY OF FLAGSTAFF
Purchasing Section
211 West Aspen Avenue
Flagstaff, Arizona 86001
Tele: (928) 213-2206
purchasing@flagstaffaz.gov
www.flagstaff.az.gov**

Persons or firms interested in becoming a vendor for the City of Flagstaff need to properly complete this application and return to the Purchasing Section. This Application provides the City with the required information about your business and service. **Please include a current W-9 or W-8BEN along with your application. If the vendor wants ACH/Direct Deposit Payment Information? Please fill out the additional form attached to this file.**

Please notify the City of Flagstaff, Purchasing Section immediately of any changes to your application. This includes change of name, address or telephone number, changes in personnel listed on this application, and addition or deletion of items you are interested in providing.

In addition to filling out a Vendor Application, you can subscribe or unsubscribe by clicking the link on our website at www.flagstaff.az.gov to our online PlanetBids solicitation platform.

The Purchasing Section is located at City Hall, 211 West Aspen Avenue, Flagstaff, Arizona 86001. Telephone number (928) 213-2206.

Thank you for your interest and we look forward to hearing from you.

Sincerely,

Patrick Brown, C.P. M., CPPB
Purchasing Director

VENDOR APPLICATION

Please send your W-9 and applicable ACH documents to this application upon submission. Please note: If the vendor does not select the appropriate organizational type on the W-9, we cannot accept their W-9 due to IRS Guidelines. The information on this form is NOT a substitute for the information on the W-9.

Business Name:	
Mailing Street Address:	Remittance Street Address (if different from mailing address):
City:	City:
State:	State:
ZIP:	ZIP:
Telephone Number:	Telephone Number:
ATTN to:	ATTN to:
Contact Name & Title:	
E-Mail address:	
Website:	
Federal Tax I.D. or Social Security Number:	
Contact Name and Title for Billing:	
Email:	
Phone Number & Extension:	

Are you registered with the Arizona Corporations Commission (ACC)? If yes, please provide your entity number:

If No, where are you registered? Please provide the name of where you are registered, along with your ID number.

For Construction

Arizona Contractor License(s) Number(s):		Arizona Sales Tax or Use Tax Number:	
City Sales Tax Number:	Bondable: Yes No	Current Amount:	Maximum \$
City of:			

Type of Organization

If you are a non-profit organization, are you a 501(C)(3) or other? Please explain:

Retail Dealer	Manufacturer	Wholesale Dealer	Rental: Equipment, office space, retail, pasture, ect.)	Service, consultant, professional services, please describe below.	Other – Medical, health or attorney (please describe legal or medical purposes below).

Please describe the type of vendor, the type of service item(s) or material(s) that is being purchased. Please describe below in the best detail as possible.

I hereby certify that information supplied herein is correct.

Print Name and Title:

Signature:

Date:

PURCHASING ONLY

Name of receiver:

Date:

Vendor Number Provided:

W-9 Received:



ACCOUNTS PAYABLE ELECTRONIC FUND TRANSFER FORM

City of Flagstaff now offers payment by Electronic Fund Transfer (EFT) through an Automated Clearing House (ACH). This allows the city to deposit payments directly into your account. We strongly encourage your firm to consider use of this service, as it will allow us to deliver your payments in the most efficient cost-effective manner. Please note special check pickups are no longer available. To enroll in EFT, please complete the following information:

Vendor/Employee Name:	
Vendor Contact Phone Number:	
Vendor Email where remittance advice should be sent (only one):	
Bank Name:	
Bank Address:	
City, State, Zip	
Bank Telephone Number:	
Bank Contact Person:	
ABA Number(Routing #):	
Checking Account - <input type="checkbox"/> Savings Account - <input type="checkbox"/>	
Account Number:	

Please submit a copy of a voided check or bank letter as additional documentation verifying account information.

Forms can be returned by e-mail, fax or mailed:

Patricia Loomis
Accounts Payable Specialist
(928) 213-2222 (Office)
(928) 213-2209 (Fax)
accountspayable@flagstaffaz.gov

City of Flagstaff
Attn: Finance-Accounts Payable
211 W Aspen Ave
Flagstaff, AZ 86001

We thank you in advance for your cooperation in this effort and should you have any questions please call.