

Supplier Account Form

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Section 1: Supplier Information

Supplier's Legal Name

Tax ID Number (TIN/EIN/SSN)
(numbers only please)

Supplier Primary Phone #

Street Address

City/Town

State

Zip Code

Remit Payments To (if different from above; Optional):

Alternate Street Address

Alternate City/Town

Alternate State

Alternate Zip Code

Section 2: Tax Reporting Information

1099 Reportable ☐ Yes ☐ No

Tax Recipient Type

Non-employee compensation over \$600 is generally reportable, except for payments to a corporation (including a limited liability company (LLC) that is treated as a C or S corporation), or a tax-exempt organization. Make sure to select the appropriate reportable status to avoid year-end 1099 reporting and filing issues. Check for more information: <https://www.irs.gov/instructions/i1099mec>

Section 3: Supplier Contact

Contact First Name

Contact Last Name

Contact Title

Contact Email

Contact Phone #

Section 4: ACH Payments

Providing information to set up direct deposit is not required, but highly encouraged.
Bank should be in USA only, and currency in US Dollars only.

Bank Name

Bank Account #

Bank Routing #

(Please enter numbers only, without dashes. eg. 111111111)

For Office Use Only

Verification Date:

Contact:

By: