



Dear Vendor:

Please take a moment to help us ensure the accuracy of our records and the expedition of payments by completing the information section below and filling out the W-9. Both forms are **required** documents for LSCPA's Accounts Payable processing. Also, make sure the tax classification you enter on the Vendor Information Sheet matches the tax classification on the W-9.

Company Name _____ Contact Name _____

Telephone Number _____ Fax Number _____

Email Address of Accounts Receivable _____

Taxpayer Identification Number (TIN) _____

Address _____

Remit to Address _____

Federal Tax Classification: (Mark One)

_____ Individual/sole proprietor (supply Owner's name and SS# below) **REQUIRED**

Owner _____

SS# _____

_____ Partnership (supply partners' names and SS#'s below) **REQUIRED**

Name _____

SS# _____

Name _____

SS# _____

_____ C-Corporation

_____ S-Corporation

_____ Trust/Estate

_____ Limited Liability Company. Enter the tax classification (_____ C=C Corporation, _____ S=S Corporation, _____ P= Partnership)

_____ Other

If you are a corporation, please check below which one applies:

_____ Non-Texas Corporation

_____ Texas Corporation (Charter Number **REQUIRED**) _____

Your assistance is greatly appreciated. You may fax the completed form to (409) 984-6011 or email to veltzmr@lamarpa.edu. If you should have any questions, please contact Maureen Veltz at (409) 984-6119.

Thank you.