Vendor Registration Profile

Phone: 512-974-2018; Fax: 512-974-3471; Email: vendorreg@ci.austin.tx.us

City of Austin Vendor ID(optional)

Legal/Company Name: _____

Alias/DBA: _____

Payments should be made to: ☐ Legal Name ☐ Alias/DBA ☐ Both

Sales Mailing Address:	Remit-to Mailing Address:
City, State, Zip:	City, State, Zip:
Sales Contact:	Accounts Receivable Contact:
Email:	Email:
Phone(Voice): Fax:	Phone(Voice) Fax:
Business Structure(*check one*): ☐ Individual ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Government Entity ☐ Foreign ☐ COA Employee ☐ Other(explanation req'd):	Federal Taxpayer Id (Employee Identification Number) ☐☐ ☐☐☐☐☐☐☐ **OR** Social Security Number (if no EIN) ☐☐☐ ☐☐ ☐☐☐☐

Minority/Woman-Owned Businesses. A minority-owned business enterprise (MBE) is one which is owned, managed and controlled by minority persons (Asian/African-Americans, Hispanics, and Native Americans). A woman-owned business enterprise (WBE) is one which is owned, managed and controlled by women.

☐ Not an M/WBE firm
☐ An M/WBE firm certified by the City of Austin
☐ An M/WBE firm not certified by the City of Austin
☐ A DBE firm

Sex of majority owner/ stockholder:
☐ Male ☐ Female

Ethnic group of majority owner/stockholder:
☐ Asian ☐ African-American ☐ Hispanic ☐ Native American ☐ White ☐ Other

You need at least one **Commodity Code** to receive any solicitations (notices of goods/services the City plans to purchase). If you do not know what codes apply to your business, please call Vendor Registration. ☐☐☐☐☐ ☐☐☐☐☐ ☐☐☐☐☐ ☐☐☐☐☐ ☐☐☐☐☐ ☐☐☐☐☐ ☐☐☐☐☐ ☐☐☐☐☐	EFT Information Please note: You must inform the specific department you provide goods/services to that you wished to be paid electronically. Bank Name: Bank Address: Bank City, State, Zip: Bank Phone(Voice): ABA #: Account #: Account Type: ☐ Checking ☐ Savings

Vendor Requestor's Name (Print) _____

Vendor Requestor's Signature _____ Date: _____