



Canadian County
Purchasing / Accounts Payable
Vendor Maintenance

Vendor / Payee Form

Canadian County requires the following information for all new vendors (payees) before any payments can be made. This information is used to establish you in the County's vendor file. This form must be signed to be valid.

_____ Company Name (or Individual)	_____ Phone #	_____ Fax #
_____ Name on IRS Record (if different than above)	_____ Alternate Phone #	_____ Alternate Fax #
Check 1099 Reporting Status:	<input type="checkbox"/> 1 – Rents <input type="checkbox"/> 2 – Royalties <input type="checkbox"/> 3 – Prizes & Awards <input type="checkbox"/> 6 – Medical & Health Care <input type="checkbox"/> 7 – Non-Employee Compensation <input type="checkbox"/> 10 – Crop Insurance Proceeds <input type="checkbox"/> 14 – Gross Proceeds to an Attorney	
Vendor/Payee TIN/SSN: _____		

Business Address:			
_____ PO Box or Street	_____ City	_____ State	_____ Zip

Optional Address – check as appropriate:				
If different,	<input type="checkbox"/> Pricing	<input type="checkbox"/> Ordering	<input type="checkbox"/> Remitting	<input type="checkbox"/> Returning
_____ Contact Name & Title	_____ Phone #	_____ Fax #		
_____ PO Box or Street	_____ City	_____ State	_____ Zip	
If different,	<input type="checkbox"/> Pricing	<input type="checkbox"/> Ordering	<input type="checkbox"/> Remitting	<input type="checkbox"/> Returning
_____ Contact Name & Title	_____ Phone #	_____ Fax #		
_____ PO Box or Street	_____ City	_____ State	_____ Zip	

The following form W-9 must be completed and signed by all new vendors (payees) before any payments can be made.

Fax completed and signed pages 1 and 2 to: County Clerk's Office, Attention: Purchasing (405) 422-2411
Or mail to: PO Box 458, El Reno, OK 73036

If you have any questions or need additional information, please contact Sherry Murray at (405) 295-6125.

Canadian County Clerk
 PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
 (405) 262-1070 Fax (405) 422-2411
 www.canadiancounty.org