## **VENDOR INFORMATION SHEET**

| DATE:             |        |           |      |  |
|-------------------|--------|-----------|------|--|
| COMPANY NAME:     |        |           |      |  |
| PHYSICAL ADDRESS: |        |           |      |  |
| MAILING ADDRESS:  |        |           |      |  |
| CITY:             | STATE: |           | ZIP: |  |
| TELEPHONE NUMBER: |        |           |      |  |
| FAX NUMBER:       |        |           |      |  |
| TOLL FREE NUMBER: |        |           |      |  |
| EMAIL:            |        |           |      |  |
| FEID NUMBER:      |        | _ OR SSN: |      |  |
| CONTACT PERSON:   |        |           |      |  |
| TITLE:            |        |           |      |  |
| CONTACT NUMBER:   |        |           |      |  |
|                   |        |           |      |  |
|                   |        |           |      |  |

The information requested above is necessary to update our files or to add your name to the County's vendor list. You are a vital part of the operation of Levy County and we want to thank you for your support. The information on this form will allow us to pay you for the goods and/or services we have received in a timely manner and give us the ability to contact the necessary person in case there is a problem or question in processing.