



Vendor Authorization Form

Dear Valued Business Partner,

HollyFrontier and HEP have implemented a policy of using a Vendor Authorization form.

Fill out the Vendor Authorization Form in three easy steps:

1. Complete the Vendor Authorization Form.
2. Have the form signed by your company's designated signing officer.

Please note – Licensed DocuSign signatures are acceptable. All other forms of **electronic** signatures are not acceptable.

3. Scan the form in PDF format and email it back to the HollyFrontier or HEP representative who provided you this form.

In addition to the completed Vendor Authorization Form, we also require the following document:

- Copy of your Company W-9

Please complete both sections of form (Vendor and Banking) for new vendor set ups and any type of banking change.

Please only complete top section of form (Vendor) for address changes.

For more information about the Vendor Authorization Form process, contact your HollyFrontier or HEP representative.

Thank you for your assistance with this policy.

Vendor Information			
Vendor Name: Town of Saratoga-Never Forget Park		HFC or HEP Vendor #:	
Vendor Address (must match W-9): 110 E. Spring Street	City: Saratoga	State: WY	Zip: 82331
Remit To Mailing Address (check only): P.O. Box 486	City: Saratoga	State: WY	Zip: 82331
E-mail address (Required for Remittance Advice): crimminsassociates@gmail.com Stacy Crimmins	Payment Method: check	IRS Taxpayer ID (FEIN): 83-6000089	
Accounting Contact Name: Marie Christen	Telephone Number: (307) 326-8335	Fax Number:	
Banking Information			
Bank Name:	Bank Routing Number:	Bank Account Number:	
Address:	City:	State:	Zip:

Name (signature)

March 7, 2023

Date

Chuck Davis

Name (print)

Mayor of Town of Saratoga

Title (print)

For HollyFrontier or HEP Internal Use			
Date:	Contact Name:	Title:	Telephone or Email Address:
Contact Attempts:	Vendor Detail Changed:		

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