

**NEW VENDOR INFORMATION**

**NOTE: If possible, please send invoices and statements to [accounts.payable@cumberlandmd.gov](mailto:accounts.payable@cumberlandmd.gov)**

VENDOR/COMPANY NAME: (**as shown on W9**)

DOING BUSINESS AS: (NAME)

DOING BUSINESS AS: (ADDRESS)

DOING BUSINESS AS: (CONTACT PERSON)

DOING BUSINESS AS:

PHONE# \_\_\_\_\_ EXT: \_\_\_\_\_ FAX# \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

REMITTANCE ADDRESS: (**WHERE CHECKS SHOULD BE MAILED IF DIFFERENT**)

**As of February 1<sup>st</sup> 2023, the City of Cumberland's Accounts Payable Department only, began migrating away from paper checks. If you are unable to comply with this change, please email Accounts Payable at the address above.**

ACH CHECKING ROUTING # \_\_\_\_\_

ACH CHECKING ACCOUNT # \_\_\_\_\_

ACH/EFT CONTACT EMAIL \_\_\_\_\_

CHECK \_\_\_\_\_

**NOTE: In order for your vendor information to be updated in the master file and paid, this form must be fully completed along with a current W-9 Form. No exceptions will be made.**

WILL YOU BE PROVIDING:

SERVICE: \_\_\_\_\_ MERCHANDISE: \_\_\_\_\_ BOTH: \_\_\_\_\_ SECTION 8 HOUSING: \_\_\_\_\_

FOR INTERNAL USE ONLY:

SUBJECT TO 1099: \_\_\_ Y \_\_\_ N

DEFAULT 1099 TYPE: \_\_\_\_\_

1099 BOX: \_\_\_\_\_

INITIAL: \_\_\_\_\_