



NEW VENDOR INPUT FORM

Please print or type

Town of Mountain Village
Accounts Payable
455 Mtn Village Blvd #A
Mtn Village, Co 81435
970-369-6405

Vendor Information			
SECTION 1	1. Social Security Number--(Owner SS# required for sole proprietorship, DBA's, & individuals)	<input style="width: 90%;" type="text"/>	2. Taxpayer ID Number (Federal TIN used to file federal tax return)
	3. Payee Name (as shown on your tax return):		
	4. Business Name (if different from above - include DBA's here):		
	5. Business Address:		
	6. City:	7. State:	8. Zip Code:
	9. Phone:	10. Fax:	11. Email Address:
	12. Contact Name:		13. Contact's Title

Vendor Tax Acknowledgement					
SECTION 2	14. What Does your business provide? (Check all that apply)	15. Is your business Incorporated?	16. Is your business filed as an LLC (Limited Liability Company)?	16a. What is your LLC formed as?	17. Business Type (LLC's must also fill out this section) - Box 1 in Section 1 must be filled in.
	<input type="checkbox"/> Services	<input type="checkbox"/> Yes <i>(go to 18)</i>	<input type="checkbox"/> Yes <i>(go to 16a)</i>	<input type="checkbox"/> Proprietorship <i>(go to 17)</i>	<input type="checkbox"/> Sole Proprietorship: Enter Owners Name
	<input type="checkbox"/> Supplies	<input type="checkbox"/> No <i>(go to 16)</i>	<input type="checkbox"/> No <i>(go to 17)</i>	<input type="checkbox"/> Partnership <i>(go to 17)</i>	<input type="checkbox"/> Operated as a "DBA": Enter Name
				<input type="checkbox"/> Corporation <i>(skip to Section 3)</i>	<input type="checkbox"/> Partnership: Enter name used on tax return
Mountain Village Business License Requirement					
18. Do you have an office in the Town of Mountain Village?	18a. Do you perform a service in the Town of Mountain Village?	18b. Business license fee has been paid to the Town of Mountain Village, and certificate is not expired?	18c. Business License Application required		
<input type="checkbox"/> Yes <i>(go to 18b)</i>	<input type="checkbox"/> Yes <i>(go to 18b)</i>	<input type="checkbox"/> Yes <i>(go to 18d and 18e)</i>	You must fill out a Business License Application. This form is available on the Town's website, or you may obtain a form by visiting Town Hall.		
<input type="checkbox"/> No <i>(go to 18a)</i>	<input type="checkbox"/> No <i>(skip to Section 3)</i>	<input type="checkbox"/> No <i>(go to 18c)</i>	http://www.mountain-village.co.us/		
			16d. Business License #	16e. Expiration Date	
NOTE: It is unlawful for any person to carry on any business in the Town without a valid business license.			PAYMENTS TO YOU MAY BE WITHHELD UNTIL DELINQUENT BUSINESS LICENSE FEES ARE RESOLVED.		

Vendor Address & Remittance Information				
SECTION 3	19. Mailing Address: <i>Please indicate if same as above</i>		20. Payment Remittance Address: <i>Please indicate if same as above</i>	
	Street:		Street:	
	City:		City:	
	State:	Zip Code:	State:	Zip Code:

Vendors With Contracts Over \$50,000.00

SECTION 4

Years in Business: _____ Dunn and Bradstreet # _____

List all owners or partners controlling at least 20% of the business:

Have any of the above owners or partners ever been convicted of a felony? _____

Has the business or any of the above owners or partners ever filed bankruptcy? _____

Have any owners, partners, or managers been employed with or have a relative employed by the Town of Mountain Village?

List your top 3-5 managers names and titles:

Please attach your most current Tax Return

Signature & Vendor Acknowledgement

SECTION 5

Under penalties of perjury, I hereby certify the payee's above TIN is correct, the payee is not subject to backup withholding.

SIGN HERE

Printed Name: _____

Title: _____

Signature _____ Date _____

Town of Mountain Village - Office Use Only

SECTION 6

<p>Purchasing Office Only</p> <p>Vendor Number _____</p> <p>Date Entered _____</p> <p>Entered By: _____</p>	<p>Requester Information</p> <p><i>Please check one:</i></p> <p><input type="checkbox"/> New Vendor _____</p> <p><input type="checkbox"/> Vendor Change _____</p> <p style="text-align: center;">Name of requester _____</p> <p style="text-align: center;">Signature and Date _____</p>
<p>Billing Office Only</p> <p>Business License # Checked By: _____ Date: _____</p>	