

Accounts Payable Vendor Information Form



3609 Market Place West, Suite 200
University Place, WA 98466-4488
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For information call Samantha Mahugh at 253.460.2513 or Email: UPfinance@CityofUP.com

To add your business to our vendor file, or update your information, complete this form and email it with a copy of a completed IRS Form W-9 to: upfinance@CityofUP.com

Submittal of this information does not guarantee the City will place an order with your business. It is the vendor's responsibility to update this information as it changes.

Business Name: _____

Business Address: _____

Phone #: _____ Fax #: _____

E-mail: _____

Person to contact concerning bids and contracts: _____
Name Phone

State of Washington U.B.I. #: _____

Remittance Address (if different from above): _____

Accounts Receivable Contact Name: _____

Phone #: _____ E-mail: _____

What will you be providing to the City of University Place? ☐ Services ☐ Supplies ☐ Both