

CITY OF ROSWELL, NEW MEXICO

VENDOR INFORMATION FORM

PURCHASING DEPARTMENT

PO Box 1838, Roswell, NM 88202

Email: ap@roswell-nm.gov

PH. 575-624-6700 EXT. 1275



Prior to doing business with the City of Roswell, all Vendors must fill out this form completely. Please be sure to provide your New Mexico State Business Tax ID and Roswell City Business License and Expiration Date below, if applicable to your company, otherwise, your form may be rejected. A Purchase Order or Payment cannot be issued without proper forms and information requested below.

- A current IRS W-9 Form must be completed and attached (ACCEPTABLE: Adobe Certificate-Based or DocuSign).
- Please provide the name of the City employee who sent you these forms: _____
- What is your company providing? Materials, Goods or Services? _____
- Are you an employee of the City of Roswell NM? Yes No
(If yes, please contact HR to complete the "Outside of Employment" form).
- Do you have a relative(s) employed with the City of Roswell NM? No Yes, (if yes, please provide name(s)): _____

VENDOR TAX IDENTIFICATION:

FEDERAL TAX ID	SOCIAL SECURITY #	STATE OF NEW MEXICO (NM BUSINESS TAX ID)	CITY OF ROSWELL BUSINESS LICENSE AND EXPIRATION DATE

VENDOR INFORMATION:

BUSINESS NAME:		CONTACT NAME:	
D/B/A:		TITLE:	
MAILING ADDRESS:		EMAIL ADDRESS:	
CITY / STATE/ ZIP:		PHONE #:	
PHONE #:		WEB ADDRESS:	

VENDOR PAYMENT INFORMATION (if different from above):

BUSINESS NAME:		CONTACT NAME:	
MAILING ADDRESS:		TITLE:	
CITY / STATE/ ZIP:		EMAIL ADDRESS:	
PHONE #:		PHONE #:	

VENDOR TYPE (mark an "X" on the most appropriate type related to your company):

	CODE	TYPE		CODE	TYPE		CODE	TYPE
	ACCT	ACCOUNTING, CPA		ELEC	ELECTRICAL SERVICES		PLUM	PLUMBING SERVICES
	ADVE	ADVERTISING		ENT	ENTERTAINER / INSTRUCTOR		PROD	PRODUCT / MATERIAL SUPPLIER
	ARCH	ARCHITECTS		GOV	GOVERNMENT		PROF	PROFESSIONAL SERVICES
	ART	ARTISTS		HVA	HEATING / COOLING		RENT	RENT / LEASING
	BLDC	BLDG CONSTRUCTION		LDSC	LANDSCAPING / TRIMMING		STRC	STREET CONSTRUCTION
	CONS	CONSULTING		LEGA	LEGAL / ATTORNEY / LAWYER		SRVC	SERVICES -OTHER NOT LISTED
	ENG	ENGINEERS		MECI	MEDICAL OR VET SERVICES		VEHM	VEHICLE MAINT / REPAIR
	OTHR	OTHER (please describe):						

- Please see attached "CONDITIONS GOVERNING THE PURCHASE ORDER"
- Year End 1099 will be issued to a Service or Construction based Vendor as per IRS Regulations