

## CITY OF ROSWELL, NEW MEXICO

### VENDOR INFORMATION FORM

#### PURCHASING DEPARTMENT

PO Box 1838, Roswell, NM 88202

Email: [ap@roswell-nm.gov](mailto: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

(Rev. 02/2021)