

Town of East Hampton – Accounting Department
20 East High Street
East Hampton, CT 06424
860-267-7548



Vendor Registration Application

1. Company Name and Address for Bids and Purchase Orders:

(This name will be used on purchase orders and checks issued to your company.)

Legal Business Name _____

Doing Business As (if same as above, leave blank) _____

Street Address _____

City _____

State _____

Zip Code _____

2. Invoice Remittance Address (where check should be mailed) (If same as above, leave blank)

Street Address _____

City _____

State _____

Zip Code _____

3. Taxpayer Identification Number (FEIN/SSN):

Taxpayer ID#: _____ FEIN SSN

4. Organization Type (Check One):

- Individual Partnership Non-Profit Corporation
 LLC Corporation LLC Partnership LLC Single Member Entity

5. Vendor Contact Information: The contact person(s) to reach for Bids, Purchase Orders and Invoice questions:

Contact Person(s) _____

1st Telephone Number _____

2nd Telephone Number _____

FAX Number _____

E-mail _____

6. Agent, Representative or Employee Authorized to Transact Business on Behalf of the Entity / Firm

Name _____

Title _____

7. Minority Business:

Is your business currently a Connecticut DAS certified Minority Business?

YES (Attach copy of certificate) NO

Applicant's Certification: The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Connecticut. Applicant acknowledges that it is his/her responsibility to keep the information current by notifying the East Hampton Accounting Department of any changes.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION

NAME & TITLE _____

DATE _____

Instructions to vendor:

Please type or print legibly **all** information requested and fax or remit to the following address. Failure to complete this application in its entirety may delay the Town issuing purchase orders and/or checks to your company.

Town of East Hampton
Accounting Department
20 East High Street
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(P) 860-267-7548 (F) 860-267-1027

The Town of East Hampton reserves the right to make whatever investigation deemed advisable prior to adding the applicant to our purchasing system.