

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.