

Vendor Setup Form

City of Renton – ASD / Finance
1055 South Grady Way – 5th Floor
Renton, WA 98057
www.rentonwa.gov



Instructions: Complete all sections of this form and return this form by fax (425) 430-6957, U.S. Mail or email. Failure to submit a W-9 can create a delay in our payments to you, and your payment(s) could be subject to the IRS required back up withholding

Vendor Information

Name _____

EIN _____

Check Payable to if different than above _____

Accounts Receivable Contact _____

Address _____

Accounts Receivable Phone Number _____

City _____ State _____ Zip _____

Please Provide a Current W-9 form
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Business Information

Please check all that apply:

- Disadvantaged Business Enterprise
- Minority Business Enterprise
- Women Business Enterprise

City of Renton Business license is required by City of Renton municipal code, Business regulation #5-5-3.

Renton Business license # _____

Who is your contact person at the City of Renton?

State of Washington UBI # _____

City of Renton Department you are working with?

Questions? Contact Business Licensing at
<https://rentonwa.gov/businesslicensing>

Electronic Funds Transfer

Account # _____

Routing # _____

Please attach a voided check or direct deposit letter from your bank

I/we hereby give the City of Renton the authority to make EFT direct deposits to the bank account described above. I/we understand that if this EFT agreement is to be changed or canceled in any way that I/we must provide 30 day advance written notice to the City of Renton at the above address.

Signature _____

Printed Name _____

Date _____

Finance Accounts Payable Team

Natalie Wissbrod, Accounting Asst.
(425) 430-6919
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Casaundra Sauls, Accounting Asst.
(425) 430-6930
csauls@rentonwa.gov

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(425) 430-6935
jhughes@rentonwa.gov