

# San Carlos Apache Tribe Vendor Registration Form A

This form is to be completed by the recipient as part of the vendor registration process. The form must be completed, signed and forwarded to the Finance Department before any checks or purchase orders can be processed. Registration information will be used for both financial tracking and tax reporting to the Internal Revenue Service. Departments submitting requisitions for a vendor not registered will have the requisition returned to the Department. Vendor registration forms are requested yearly following the IRS calendar year; January to December.

## Payee Information:

Name (Business Name): \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Company Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

## Type of Payment: Identify type of payment

- Assistance: General or other
- Award/Incentive ( W-9 required)
- Student \_\_\_\_\_ Minor 18 or below (Parent must sign vendor registration form)
- Tribal Non-Profit Organization (W-9 required)
- Tribal Committee member/board member
- Tribal Employee  Emergency hire  Temporary hire  Tribal Employment Contract
- Tribal Department
- Tribal Enterprise (W-9 required)
- Refund:  Tribal Court bond  S. C. Recreation
- Other \_\_\_\_\_

## Tax Identification Number: Identify the tax reporting number for Tribe use in reporting income to IRS if applicable.

- Employer Identification Number (EIN) \_\_\_\_\_
- Social Security Number: \_\_\_\_\_
- I am not subject to Federal Withholding requirements
- I am subject to Federal Withholding requirements

I verify the information submitted is true and accurate.

Vendor Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Parent or Legal Guardian Release (If applicable):** I release information of my minor child listed above.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

## Department Information:

Department Name: \_\_\_\_\_ Person submitting information: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Finance Department:

Reportable income  Non-reportable income

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_