



Vendor Information Sheet

Legal Business Name \_\_\_\_\_

DBA Name \_\_\_\_\_

Business Address \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Type of Business \_\_\_\_\_ Date of Formation \_\_\_\_\_ Federal Tax ID \_\_\_\_\_

Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Other \_\_\_\_\_

Acctng Contact \_\_\_\_\_ Contact title \_\_\_\_\_ Email \_\_\_\_\_

Field Contact \_\_\_\_\_ Contact title \_\_\_\_\_ Email \_\_\_\_\_

Will vendor be providing services on District, District Customer property? y/n \_\_\_\_\_

If yes, proper insurance certificate/endorsement(s) must be on file w/District prior ot start of work

Vendor Acknowledges receipt of District's standard PO Terms & Conditions Initial \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Electronic Payment Service for Vendors

Name of Financial Institute \_\_\_\_\_

Type of Account \_\_\_\_\_

Financial Institution ABA # \_\_\_\_\_

Account Number \_\_\_\_\_

Name as shown on Financial Institution Statements \_\_\_\_\_

Payments will be initiated after the second Wednesday of each month and prior to the second Friday on a monthly basis, subject to approval by San Juan Water District's Board of Directors.

By authorizing San Juan Water District to transfer funds to the account specified above the applicant acknowledges that San Juan Water District cannot be responsible for any failures of applicant's financial institution to transfer funds, failure of applicant to notify San Juan Water District of changes to the applicant's account status or location, or for any failures of transfer due to problems arising from any problems in the electronic transfer system.

It is San Juan Water District's policy to protect the integrity of its vendor's financial information and records at all times. However, applicant, by siging below and authorizing the San Juan Water District to transfer funds to the account specified above, agrees and understands that San Juan Water District has no control over the electronic funds transfer process and, therefore, cannot guarantee the security of applicant's financial information therein or the timely distribution of funds thereby.

Authorized signature

Date