



City of Dallas

## Vendor Registration Form for Companies/Individuals

To become a vendor with the City of Dallas, please fill out this form and submit to [codvendorregistrations@dallas.gov](mailto:codvendorregistrations@dallas.gov), along with the **Company's W-9**.

**Company Legal Name** \_\_\_\_\_

**Administrator Address (company corporate address)**

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Note: Only complete Payment and Ordering Address sections if different from Administrator Address Section**

**Payment Address (address payments are mailed)**

Street Address \_\_\_\_\_

Address 2(Email for EFT) \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Ordering Address (address Purchase Orders are mailed)**

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Tax Identification No.** \_\_\_\_\_

*(If Individual, please provide Social Security #)*

**Contact Information:**

**Name** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**1099 Reportable: If you require a 1099, please complete the sections below.**

1099 Reportable:  Yes  No

Mail 1099 to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_