



HUNTSVILLE UTILITIES

Electricity – Natural Gas – Water

(256) 535-1200

www.hsvutil.org

P.O. Box 2048
Huntsville, AL 35804

Vendor Request Form

Vendor# _____

1099 Code _____

Please complete the following information and return this form at your earliest convenience. Failure to complete this form could restrict your ability to bid on products and/or services. Thank you for your cooperation.

Vendor Legal Name* _____ DBA _____

Vendor Mailing Address* _____

Remit to Address
(If different from above) _____

Contact Person _____ Payment Terms _____% 10 Net 30 Other

Phone Number* (____) _____ E-mail Address _____

Facsimile Number (____) _____ Tax I.D. # _____

Reason for vendor addition: **(For IRS purposes please mark all that apply).***

- | | | |
|--------------------|--------------------|----------------------------|
| Materials/Supplies | Property Damage | Professional Services |
| Medical Provider | Customer Refund | Employee Reimbursement |
| TVA Energy Right | Computer Equipment | Construction Reimbursement |
| Legal | Other _____ | |

Form W-9 must accompany this document. Is it attached? Yes No

Please return completed forms to:

Purchasing Department

Attn: Vendor Request Form

Facsimile: (256) 535-1353

E-mail: purchase@hsvutil.org

***REQUIRED FIELDS**