



# Vendor Registration Update Profile

Phone: 512-974-2018; Fax: 512-978-7643; Email: [vendorreg@austintexas.gov](mailto:vendorreg@austintexas.gov)

Please complete new registrations on the Vendor Connection website.

[http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm)

## Vendor Code

\_\_\_\_\_

## What information is changing in your account?

Legal Name

Alias/DBA

Business Structure

Tax ID

Other

\_\_\_\_\_

## What date did/will your company's information change?

\_\_\_\_\_

## Who is your City of Austin contact?

\_\_\_\_\_

The Legal Name, Business Structure, and Federal Taxpayer Identification Number must match the information provided on your W9 form.

## Business Information

Legal Name

\_\_\_\_\_

Alias/DBA

\_\_\_\_\_

Payments should be made to:

Legal Name

Alias/DBA

Either/Both

## Business Structure (check one)

Individual/Sole Proprietor/Single-Member LLC

Partnership

C Corporation

Trust/Estate

S Corporation

LLC

Other

\_\_\_\_\_

Please describe

## Federal Taxpayer Identification Number

Employer Identification Number (EIN)

OR

Social Security Number (if no EIN)

## Small and Minority Business Information

Minority/Woman-Owned Businesses: A minority-owned business enterprise (MBE) is one which is owned, managed and controlled by minority persons. A woman-owned business enterprise (WBE) is one which is owned, managed and controlled by women.

For more information on M/WBE certification, please contact the Small and Minority Business Resources (SMBR) department by email ([smbrcertification@austintexas.gov](mailto:smbrcertification@austintexas.gov)) or phone (512-974-7645).

M/WBE Status

Not an M/WBE firm

An M/WBE firm certified by the City of Austin

An M/WBE firm not certified by the City of Austin

Gender of majority owner/stockholder

Female

Male

Ethnic group of majority owner/stockholder

African American

Asian/Pacific Islander

Hispanic

Caucasian

Native American

Other Minority



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## Address Information

You may include additional addresses on an alternate page.

Sales Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City, State, Zip:

Sales Contact:

Email:

Phone:

Fax:

\_\_\_\_\_

Payment Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City, State, Zip:

Accounts Receivable Contact:

Email:

Phone:

Fax:

\_\_\_\_\_

## User Information

If we are required to create a new vendor code, a new username will be assigned.

Please provide your preferred user ID and an alternate, in case the first is not available.

Preferred User ID:

\_\_\_\_\_

Alternate User ID (if first is not available)

\_\_\_\_\_

## Pending Payment Information

If your company's legal name or taxpayer ID number has changed, please answer the following:

Will future invoices use the previous remit-to name?  Yes  No

Are there unpaid invoices under the previous remit-to name?  Yes  No

Would you accept payment under the old and new remit-to name?  Yes  No

Are there unpaid invoices under the new name?  Yes  No

## Notes/Additional Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Representative Name (Print) \_\_\_\_\_

Title \_\_\_\_\_

Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return your Vendor Profile and W9 form by email (vendorreg@austintexas.gov) or fax (512-978-7643).