



City of Yonkers/Yonkers Public Schools
 One Larkin Center – 3rd Floor
 Yonkers, New York 10701
 (914) 377-6030

CITY OF YONKERS/YONKERS PUBLIC SCHOOLS
Purchasing

Mike Spano, Mayor
Tom Collich, Director

Request for New Vendor Code

Dear Vendor:

In order for the City to issue your company a contract or purchase order, we must assign your company a new vendor code.

Please complete (type or print) this form and return to this office via email. Please note, PO Box Numbers are not acceptable as formal street addresses (only remit) for tax purposes.

After receiving this completed form via email, another representative from our Accounting office will reach out to you to gather a W9 and ACH information (if applicable) via a secure portal.

Person and/or Vendor Name: _____

D.B.A. Name: (If applicable) _____

Address: _____ Address line 2: _____

City: _____ State: _____ Zip: _____

Remit address (If different from above): _____

City: _____ State: _____ Zip: _____

Vendor website: _____

Contact Person _____ Title _____

Telephone No. _____ Fax No. _____

E-Mail: _____

Industry: _____ Receives a 1099 Form Yes No

Do you qualify as a 501C business for non profit: Yes No

Are you a Law Firm? Yes No Is this a Rent Payment? Yes No

RETURN TO: Name: _____

E-mail: _____