

CITY OF PELL CITY, ALABAMA
ACCOUNTING DEPARTMENT
Procurement Services

1905 FIRST AVENUE NORTH
PELL CITY, ALABAMA 35125

TELEPHONE (205) 338-2244
FAX (205) 338-2320
WWW.CITYOFPELLCITY.NET

NEW VENDOR APPLICATION FORM

Regular Vendor Travel Related Refund Claim
Land Acquisition City Employee

VENDOR
NAME: _____

MAILING
ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (_____) _____ FAX: (_____) _____

CONTACT: _____ EMAIL: _____

REMITTANCE, IF DIFFERENT FROM ABOVE:

REMITTANCE
ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TAX EXEMPTION:

Where applicable, the City of Pell City is exempt from paying Federal Excise Tax pursuant to the Internal Revenue Code of 1986, as amended, and sales and use tax pursuant to sections 40-23-4 (11) and 40-23-62 (13) of the Code of Alabama of 1975 as amended.

W-9:

The Internal Revenue Service requires the City of Pell City to maintain a W-9 on file prior to releasing payment to any United States-based individuals or organization. A signed-9 must be submitted via fax or by US Mail before this application for payment is processed. It is the responsibility of the vendor to submit any changes in the company name, address, and/or phone number to Accounts Payable on company letterhead.

NAME: _____ SIGNATURE: _____
(Printed or Typed)

TITLE: _____ DATE: _____

Please complete this form and email to invoices@cityofpellcity.net or fax to (205) 338-2320.