



VENDOR INFORMATION FORM

VENDOR NAME Your legal name should match the information on your IRS Form W-9

For a business:

Legal Name _____
DBA (if applicable) _____

For an individual:

Legal Name _____
Web page address _____

Business type:

Individual/Sole Proprietor
Partnership
C Corporation
Limited Liability Corp
S Corp
Tax Exempt/Charitable Org
Other _____

ADDRESSES Please indicate the preferred method of delivery

Purchase orders:

USPS

email

fax

Attention _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____ Email _____

Payments:

Attention _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____ Email _____

1099 Reporting:

Attention _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____ Email _____

CONTACT INFORMATION

Accounts Receivable

Name _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____ Email _____

Insurance (if applicable)

Name _____
Company (if different) _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____ Email _____

Sales

Name _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____ Email _____

CONFLICT OF INTEREST

A conflict of interest may exist when an employee of Hancock County Port and Harbor Commission and/or his spouse or child has a relationship to the above company, and a reasonable person would think this relationship would compromise the competitive process.

Does any individual employed by Hancock County Port & Harbor Commission have a significant interest in the above business?

No

Yes Employee Name _____
Relationship to the above company _____

Please Note:

Federal form W-9 must be provided before payments will be made.
Invoices may be **mailed to 14054 Fred & Al Key Road, Kiln MS, 39556**
or **emailed to HCPHCACCTG@hcphc.ms**
Our finance department may be reached at 228-467-9231

Information contained in this form provided by:

Name _____ Title _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Email _____