



Vendor Registration Form

New Vendor

Update Existing Vendor Information. Type of change: Address Name Contact Information
 ACH/EFT Other: _____

Business Name:	
DBA (if applicable):	
Remittance/Payment Address:	Purchase Order Address (if different from Remittance/Payment Address):
City/State/Zip Code:	City/State/Zip Code:
Contact Name/Title:	Contact Name/Title: Secondary Contact:
Email Address (EFT/ACH):	Email Address: Secondary Email:
Can we contact you and/or send verification requests via email? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can we contact you and/or send verification requests via email? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone Number:	Phone Number:

To process this request, you **MUST** submit a completed W-9 form.

City of Rio Rancho Business Registration number: _____

Payment Option. Please select one:

Check

ACH/EFT (A zero-dollar submission will be made to the bank to verify account information, and a hard-copy check will be mailed as your first payment. All payments thereafter will be processed as ACH/EFTs).

Bank Routing Information *(If any fields are left blank, your application will be processed as Payment by Check).*

Bank Name: _____

Bank Address: _____

Telephone Number: _____

ACH Routing Number: _____ Account Number: _____

Non-Taxable Transaction Certificate (NTTC) (for Tangible Goods only)

Do you need a Non-Taxable Transaction Certificate (NTTC), Type 9? Yes No

If YES, In-State vendors **MUST** provide their NM-CRS# _____

Out-of-State vendors: Federal Tax Identification Numbers obtained from the W-9 will be used.

Formal Solicitations (Invitation for Bids (IFBs) and Request for Proposals (RFPS)

If you would like to receive notifications on the City's formal solicitations, please register as a vendor at:

<https://rrnm-gov.bonfirehub.com/portal/?tab=openOpportunities>

Certification

By signing below, I hereby certify that the information provided above is true and accurate to the best of my knowledge. I acknowledge that it is the vendor's responsibility to ensure information is current.

Authorized Signature: _____ Date: _____

Print Name: _____

Please return the completed form AND W-9 via email to purchasing@rrnm.gov

Thank you for doing business with the City of Rio Rancho.