



# Vendor Information Sheet

Please complete this form and email it along with a current W-9 (Dated Oct 2018 - attached) to [accounts payable@ruidoso-nm.gov](mailto:accounts payable@ruidoso-nm.gov). Companies cannot be set up without the receipt of a completed Vendor information form and current W-9.

## Vendor Information

Business Name: \_\_\_\_\_

DBA \_\_\_\_\_

SS# or EIN Required    SS# \_\_\_\_\_ OR EIN: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_

## Physical Address

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

## Remittance Address (if different from above)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

## Key Contacts

Accounting Contact \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Sales Contact \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

W-9 Completed & Attached

NM Vendors CRS # \_\_\_\_\_

Tax Exempt Cert required

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
Date Received:	_____
Supplier Number:	_____
Approved:	YES _____ NO _____
Approved by:	_____
NTTC issued	_____ Rev 07-2020

**The Village of Ruidoso**  
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