



16501 JERSEY DRIVE
JERSEY VILLAGE, TEXAS 77040-1999
713-466-2100

Date: _____

Incorporated 1956

A Texas Star Community

NEW VENDOR SETUP/CHANGE FORM

(To be completed by Vendor)

- Corporation
- Partnership
- Individual/Sole Proprietor
- Other (please specify below):

Physical Address:

Remit-to Address:

Name & Address as on IRS mailing label:

Parent Company Name & Address

Tax/Federal ID # : _____
Social Security # : _____
Supplier Phone # : _____
Contact Name: _____
Supplier Fax # : _____
E-Mail Address: _____

Order Values:

Minimum _____ Maximum _____

Payment Instructions:

Banking Information:

Bank Name: _____
Address/City: _____
Account # : _____
ABA # : _____
SWIFT # : _____
CHIPS # : _____
SORT # : _____

Special Instructions, if any:

Name of Individual Completing this Information:

Printed Name

Position/Title

Signature

Date