

Vendor Information & Update Form

Date of Submission: _____

Vendor Information

- **Vendor Name:** _____
- **Business Name (if different):** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____

Mailing Address:

Tax Information

A W-9 form must be attached for all new vendors or vendor updates (excluding address changes).

Vendor Services or Products Provided

- _____
- _____
- _____

Submitted By

- **Name:** _____
- **Title:** _____
- **Date:** _____

Internal Use Only:

- **Date Received by FOL Main:** _____

Revised February 2025