

## Departmental Request to Create Vendor in EFS – Special Districts

Vendor Set Up Reason:	<input checked="" type="checkbox"/>	Purchase goods and services from vendor
Account Group	<input checked="" type="checkbox"/>	Independent Special Districts vendor
Name 1	<input checked="" type="checkbox"/>	
Name 2		
Comments		
<b>Street Address:</b>		
House No		
Street		
City	<input checked="" type="checkbox"/>	
State	<input checked="" type="checkbox"/>	
ZIP Code	<input checked="" type="checkbox"/>	
Country	<input checked="" type="checkbox"/>	
<b>P.O. Box Address</b>		
PO Box		
ZIP Code		
Other City		
<b>Communication</b>		
Telephone No.	<input checked="" type="checkbox"/>	
Telephone Ext		
Fax No		
Fax Ext		
E-mail		

<b>Tax Information</b>		
Social Sec. No.		
Federal Tax ID No.		
<b>Reference Data</b>		
Prev. Account No.		
<b>Payment Data</b>		
Payment Terms	<input checked="" type="checkbox"/>	Z000 – Due Immediately
<b>Automatic Payment Trans</b>		
Payment Methods	<input checked="" type="checkbox"/>	
Individual Payment		
<b>Withholding Tax Info</b>		
1099 Tax Type		
1099 Tax Code		