



**Saint Anselm College
Supplier Information Form**

Supplier Information

Supplier Name:	
Street Address:	
City/Town:	
State:	Zip Code:
Contact Person Name:	
Contact Person Title:	
Telephone Number:	
Fax Number:	
Company Website Address:	
Email Address: (For Purchase Orders)	

Accounting Information

Accounts Payable Contact Name:	
Accounts Payable Contact Telephone Number:	
Accounts Payable Contact Email address:	
Email Address for Remittance Advice:	

W-9 Information

Please include a signed IRS Form W-9 (or W-8 for foreign entities)

ACH/Direct Deposit

Please complete the ACH/Direct Deposit form so that Saint Anselm College may remit payment electronically. If payment via check is preferred, payment will be mailed to the supplier address above.

For Saint Anselm College Use Only

Workday Updated: _____ Date: _____
 ACH form Received: Yes No