

**DEPARTMENT OF ADMINISTRATION
STATE ACCOUNTING BUREAU
PO BOX 200102
HELENA, MT 59620-0102**

**201 - VENDOR
ADD**

Questions please contact Warrant Writer. E-Mail: warrantwriter@mt.gov, Phone: 444-3092, Fax: 444-2812

Note: All incomplete/altered forms will not be processed.

1) Business Unit:	2) Agency Contact:	Voice
		Fax

3) Tax ID Number: <i>(must be 9 digits)</i>										Type: <input type="checkbox"/> SSN <input type="checkbox"/> FEIN
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4) W-9 Attached W-8 Attached

5) Vendor Name: *(limited to 40 characters per line)*

Line 1

Line 2

6) Address: *(limited to 45 characters per line)*

Line 1

Line 2

Line 3

City	State/Province	Postal Code
Country	Phone Number <i>(optional)</i>	

7) Alternate Payee Name *(limited to 40 characters per line)*

Line 1

Line 2

8) EFT Bank Information: Voided Check/EFT Enrollment Form Bank Letter

9) E-Mail Address for EFT Payment Advice (Required for EFT Payments):

10) Special Instructions/Additional Information:

11) Agency Authorization	Authorized Signature	Title	Date
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To Be Completed by Department of Administration				
D of A Approval	Approved	Authorized Signature	Assigned Vendor ID	Date
	Not Approved			