



175 Forest Street
Waltham, MA 02452 USA

www.bentley.edu

Vendor/Supplier Request Form

Return completed form to:

procurement@bentley.edu

BENTLEY UNIVERSITY
ATTN: PROCUREMENT AND CAMPUS SERVICES
175 FOREST STREET
WALTHAM, MA 02452

| | | |
|---|--|--|
| New Supplier | | |
| Supplier Legal Name: | *SSN/EIN: *Provide a W-9 or appropriate W-8BN form | |
| Web Address: | | |
| Mail Payments to: Line 1: _____ Line 2: _____ City: _____ State: _____ Zip: _____ Country: _____ | Mail Purchase Orders to: (if applicable) Line 1: _____ Line 2: _____ City: _____ State: _____ Zip: _____ Country: _____ | Payee's Residence, Domicile or Permanent Place of Abode: (if different from payment address) Line 1: _____ Line 2: _____ City: _____ State: _____ Zip: _____ Country: _____ |
| Supplier Contact Information: | | |
| Accounts Receivable – Name: | Phone: | Email: |
| Customer Service – Name: | Phone: | Email: |
| Sales or Other – Name: | Phone: | Email: |
| Payment options: | | |
| <input type="checkbox"/> Electronic Funds Transfer (EFT) | | |
| Bank Name: | Routing Number: | Account Number: Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings |
| <input type="checkbox"/> Check payments mailed to address above | | |
| Supplier Maintenance/Update <i>*All information must be provided for any change to be made</i> | | |
| *Provide an updated W-9 or appropriate W-8BN form | *Last Payment Date: | *Last Payment Amount: |
| Type of Change: | | |
| <input type="checkbox"/> Address <input type="checkbox"/> Remit to <input type="checkbox"/> Mailing | | <input type="checkbox"/> Banking |
| Line 1: _____ | | Old Routing Number: _____ |
| Line 2: _____ | | Old Account Number: _____ |
| City: _____ | | New Routing Number: _____ |
| State: _____ Zip: _____ | | New Account Number: _____ |
| | | Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings |
| Authorization: | | |
| Signature: _____ | Email: _____ | |
| Printed Name: _____ | Date: _____ | |