



New Company Set-up Form

RETURN COMPLETED FORM AND W-9 TO: purchasing@h-gac.com

Company Legal Name (same as line 1 on W-9):	_____		
DBA Name (same as line 2 on W-9):	_____		
Taxpayer Identification Number (EIN):	_____	DUNS Number:	_____
Do you require a 1099?:	Yes	No	

MAILING ADDRESS FOR PAYMENTS:			
Street:	_____		
City:	_____	State:	_____ Zip Code: _____
Contact Person:	_____	Phone:	_____
Email Address:	_____		

Is your business currently a Certified Small Business (SBA), Minority (MBE) or Disadvantaged (DBE)? <i>If yes, please attach copy of your certificate.</i>

Will you accept Purchase Orders?	Yes	No
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Signature of person authorized to sign on behalf of the above named Company/Firm:			
Signature:	_____	Title:	_____
Print Name:	_____	Date:	_____

TO BE COMPLETED BY H-GAC STAFF:

H-GAC Dept: _____ H-GAC Employee _____

Description : _____
(Need for company set-up)



AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

The Houston-Galveston Area Council is hereby authorized to credit the following account in lieu of any other payment method for amounts owed to us for goods delivered or services rendered. Furthermore, the Houston-Galveston Area Council is also authorized to debit the same account in an amount not to exceed the original credit for any erroneous deposits. The vendor agrees to notify the Houston-Galveston Area Council of any changes which may affect this agreement within 24 hours.

H-GAC only issues payment by electronic ACH

Section 1 - Banking Information

Check One Checking Savings

Depository Name (Financial Institution): _____

Transit/ABA Number: _____

Account Number: _____

Depository Address: _____

Section 2 - Vendor Information

Tax ID Number: _____

Individual/Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Accounts Receivable Contact: _____

Email Address for Remittance Advice: _____

Telephone Number: _____

Section 3 - Authorized Signature

Signature of person authorized to sign on behalf of the above named Company/Firm:

Signature: _____ Title: _____

Print Name: _____ Date: _____

This authorization will remain in effect until written notification has been provided to the Houston-Galveston Area Council with different instructions.