



CITY OF DESOTO, TX

Vendor Registration Form for Companies/Individuals

To become a vendor with the City of DeSoto, please fill out this form and submit it to: procurement@desototexas.gov along with the Company's W-9.

Company's Legal Name: _____

DBA Name, if any: _____

Administrator's Address (company corporate address)

Street Address: _____

City, State, Zip Code: _____

Note: Only complete the Remittance Address section if different from Administrator's Address Section Above

Remittance Address (address checks are mailed, if not using ACH)

Street Address: _____

City, State, Zip Code: _____

Email Address: _____

Contact Person: _____ Title: _____

Telephone Number: _____ Payment Term: _____

Registration Status of Business

Sole Proprietor: _____ Partnership: _____ Limited Liability Company: _____ Corporation: _____ Cooperative: _____

HUB Certified Vendor: ___ Yes ___ No If Yes, Please attach the HUB Certification with this form.

Signature: _____

Date: _____

- **Attach a signed and dated W-9 Form.**