



New Company

Information to set up as a vendor

Company Legal Name -

Address -

City, St. Zip -

Phone # -

Fax # -

Remittance Address on Invoices -

City, St. Zip -

Web Address -

State of Incorporation -

Company Tax ID -

DUNS Number

Fiscal Year End -

Need a copy of the current W9

Contact Name: -

Phone # -

Cell Phone # -

Email Address -

Short Description of Products or Services that the Vendor provides.

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Payment and Invoice Processing.

If you have the capability to utilize a credit card payment process and wish to use this method of payment please respond: YES or No..... _____ (If you respond YES here, our A/P department will be reaching out to you to set it all up)

If not and wish to utilize the alternative payment process of an ACH electronic payment process, Please fill in the details on Page 2 of this of this form.

If neither choice is acceptable, then as invoices come in they will be paid via physical Check sent via US Mail.



Vendor Authorization Agreement for Automatic Deposits

Company Name:

Address:

Email address (for Remit)

Federal ID or Social Security Number:

Bank Information

Bank Name:

Name on Account:

ABA Routing Transit #

Account #

Account Type (Personal or Business)

Please check one: Checking

☐

Savings

☐

Bank Contact Name:

Bank Contact Phone:

Attach copy of VOIDED Check if possible to verify banking numbers.

I authorize HD Supply to credit my account only for Direct Deposit of remittances, and if necessary, to initiate debit entries or adjustment entries for credits made in error. This authority will remain in effect until our company has canceled it in writing and this authority replaces any existing Direct Deposits that our company has in place. I understand that it is our company's responsibility to verify that a payment has been direct deposited and that it is correct.

Name (please PRINT)

Title:

Date:

Authorized Signature

Phone:

***Please note that invoices processed prior to the ACH setup will be paid via previous payment method. Invoices received after the setup will be paid as ACH.**

FOR VENDOR FILE MAINTENANCE ONLY

DATE ENTERED:

INITIALS:
