



**Finance Department**  
4430 South Adams County Parkway  
Brighton, CO 80601  
Email: vendors@adcogov.org

## **NEW VENDOR SET-UP APPROVAL FORM**

### **Complete contact information**

**Vendor Name:** \_\_\_\_\_

**Vendor Contact Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Adams County Employee requesting Vendor Info:** \_\_\_\_\_

### **Complete if the 'Remit To' info is different than the W-9 info**

**Vendor Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

### **To be paid by ACH, complete the information below**

**Bank Account Name:** \_\_\_\_\_

**Bank ACH Routing Number:** \_\_\_\_\_

**Bank Account Number:** \_\_\_\_\_

**Email for Backup Documents:** \_\_\_\_\_

***Include a voided check (not a temporary check or deposit slip) or a signed bank letter that includes all information requested in this section***

**Authorized Vendor Signature:** \_\_\_\_\_

**Authorized Vendor Printed Name:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

Complete the attached W-9.  
Email this form AND the W-9 to vendors@adcogov.org