

## Shonto Preparatory School- Business Office- New Vendor Form

**Vendor Information- Please print legibly and check boxes and/or circle answer if applicable to your entity.**

Federal Identification Number or Social Security Number: _____ W-9: <input type="checkbox"/> (Completed and Attached) <i>*SSN is required if the vendor does not have an FEIN</i>	
<i>Will Vendor require a 1099 for 2021 tax documentation? Yes <input type="checkbox"/> No <input type="checkbox"/> (Required)</i>	
<b>Vendor Name:</b>	
DBA (Doing Business As):	
Physical Address:	
Mailing Address:	
City, State, Zip Code:	
Vendor Contact & Title:	
Vendor Phone Number:	<i>*SPS will contact vendor via e-mail or phone only.*</i>
Vendor E- mail Address:	
Website Address/ Link:	

<b><u>Please answer the following for Conflict of Interest review:</u></b>	
Are you an employee of Shonto Preparatory Schools?	Yes      No
<i>(If you answered yes, please circle yes and return this form to the Business Office)</i>	
Are you related to an employee of Shonto Preparatory Schools?	Yes      No
<i>(If you answered yes, please provide the employee's name and your relation to the employee. The Business Office will determine whether a conflict of interest exists. If the relation is based on Diné K'e Clanship, then a conflict of interest may not exist. A review will determine the outcome.)</i>	
Employee Name: _____	Relation: _____

**Remittance Information (Payments will be physically sent to this location)**

Vendor has no other payment address/ Same as above information:

***\*Complete this section only if information is different from Vendor information provided above\****

Federal Identification Number or Social Security Number: _____ W-9: <input type="checkbox"/> (Completed and Attached) <i>*SSN is required if the vendor does not have an FEIN</i>	
<b>Vendor Name:</b>	
DBA (Doing Business As):	
Physical Address:	
Mailing Address:	
City, State, Zip Code:	
Vendor Contact & Title:	
Vendor Phone Number:	<i>*SPS will contact via e-mail or phone only.*</i>
Vendor E- mail Address:	
Website Address/ Link:	

**\*\*Business Office Use Only\*\***

Approved By: _____	Date: _____
--------------------	-------------