

VENDOR INFORMATION FORM

The information obtained in this form along with Vendor’s completed IRS Form W-9 are used to establish you as a vendor for the Charleston Naval Complex Redevelopment Authority/Naval Base Museum Authority (the “Authority”). You may return this form and your IRS Form W-9 via email, fax, mail or in-person to the Authority. If your Federal Tax Identification number is your social security number, please do not submit information via email for security reasons.

Fax:	843-747-6318	Phone:	843-747-0010
Address:	1096 Navy Way North Charleston, SC 29405		
Email:	Admin@charlestonrda.com		

VENDOR IDENTIFICATION INFORMATION:	
Legal Name:	
Trade or DBA Name (if applicable):	
Primary Contact:	Phone:
Email:	Fax:
Website:	
Remit to Address:	
FEDERAL ID NUMBER (PROVIDE COPY OF W-9):	

The Authority must have your Federal Taxpayer Identification Number (Employer Identification Number for a company or Social Security Number for an individual or sole proprietor) before processing any invoices for payment. The Authority collects this information via a completed and signed IRS Form W-9. If Authority has not received a completed and signed Form W-9 from vendor, backup tax withholding at the current rate required by the IRS may be withheld from any payments to vendor for services or a combination of services and goods. IRS Form W-9 can be obtained by Vendor from the IRS website – www.IRS.gov.

VENDOR PLEASE NOTE: W-9 Taxpayer form must be submitted with this form

IT IS THE RESPONSIBILITY OF THE VENDOR TO NOTIFY THE AUTHORITY OF ANY CHANGES TO THE INFORMATION ABOVE. IF THE CHANGES ARE SUBSTANTIAL, YOU MUST REQUEST AND FILL OUT A NEW VENDOR INFORMATION FORM.