

VENDOR REGISTRATION INSTRUCTIONS

Section 1: Enter landowner name, address, and telephone number on the appropriate lines.

Section 2: Check off Individual unless another is more appropriate.

Section 3: Enter social security number unless the landowner already has an FEIN number.

Section 4: Check appropriate box. Vendor numbers are kept on file for three years.

Section 5: Check appropriate box.

Section 6: Check appropriate box.

Section 7: Check appropriate box if needed.

Section 8: Check appropriate box and fill out information if needed.

Section 9: Enter N/A unless otherwise.

Section 10: Enter N/A unless otherwise.

Section 11: List name of landowner bank, city and **phone number**. Do not need street address.

Section 12: Enter N/A unless otherwise.

Section 13: Check appropriate box. If leasing the property, check yes.

Section 14: Enter Code Numbers 961 and 962.

Have landowner sign name, list title, and date the form.

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