

## **VENDOR REGISTRATION INSTRUCTIONS**

**Section 1:** Enter landowner name, address, and telephone number on the appropriate lines. (FAX is optional)

**Section 2:** Check 'Individual' unless another classification is more appropriate.

**Section 3:** Enter social security number (second row) unless the landowner has an FEIN number (first row).

**Section 4:** Check appropriate box.

**Section 5:** Check appropriate box.

**Section 6:** Check appropriate box.

**Section 7:** Check appropriate box. (Optional)

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

**Section 9:** Enter N/A unless otherwise.

**Section 10:** Enter landowner name, position ('Owner' is permissible), and city and state of residence on the appropriate lines.

**Section 11:** List the name of the landowner's bank and **bank phone number**.

**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.

**The landowner must sign name, list title, and date the form.**

**All information is required, unless otherwise noted.**

Rev. 06/09