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HOPEWELL REDEVELOPMENT and HOUSING AUTHORITY

"Building A Better Tomorrow"

www.hopewellrha.org

350 E. Poythress Street; Hopewell, VA 23860 (804) 458-5160 Fax: (804) 458-3364 /TDD: 711

New Vendor Request Form

Please provide the following information when submitting a request to become a vendor for HRHA and also attach a signed and dated **W-9** to this form (all information is required):

Vendor (Company)Name: _____

If applicable, DBA: _____

Physical address: _____

Remittance address: _____

Vendor Point of Contact Name: _____

Company Phone # and Fax #: _____

Email Address: _____

Federal Tax ID number
(For individuals, please provide social security number): _____

HRHA Point of Contact for this vendor: _____

Type of Goods or Services to be provided: _____

Signature of Vendor (Company's Authorized Person): _____

Please mail form to HRHA Finance department, PO Box 1361, Hopewell VA, 23860 or email to Finance@hopewellrha.org or contact us at (804) 458-5160, ext.105 for any questions.

Finance Department Use Only

Yardi Creation Date: _____

Yardi Vendor Code: _____

Received Signed W-9 (required)? Yes / No

Received Signed Contract/Agreement? Yes / No / or NA – Purchase Order will be used.

Finance Staff Signature: _____