

# Western Technical College

## VENDOR INFORMATION FORM

Directions:

- Complete fillable Vendor Information pdf
- If ACH - Direct Deposit payment is preferred, complete fillable ACH - Direct Deposit pdf on page 2
- Submit completed documents along with W-9 or W-8ECI as directed on page 3

Please note:

- All invoices must be emailed directly to [accountspayable@westernnc.edu](mailto:accountspayable@westernnc.edu)

### SECTION 1 - VENDOR INFORMATION

Legal Business or Individual Name – Must match W-9 or W-8ECI

Business Name, Trade Name, or Doing Business As – if different than above:

### SECTION 2 – VENDOR PHYSICAL ADDRESS

Street Address

City State Zip

### SECTION 3 – REMIT TO ADDRESS

Street/PO Box:

City Website

State Zip Code Email

AR Email Phone

### SECTION 5 – PAYMENT TERMS – DEFAULT IS NET 30

2/10 Net 30 Net 30 Net 60 Other - Specify

### SECTION 6 – PLEASE SIGN AND DATE

Name Signature Date

# Western Technical College

## ACH - DIRECT DEPOSIT - VENDOR AUTHORIZATION FORM

Vendor Name

Mailing Address

Remittance Email

City/ST/Zip

WESTERN TECHNICAL COLLEGE is authorized to initiate deposits and, if necessary, withdrawals to correct erroneous deposit entries to the account listed below:

Financial Institution

Type of Account:

Checking

Savings

Routing Number

Confirm Routing

Account Number

Confirm Account

By signing, I understand that this authorization replaces any previous authorization and will remain in effect until WESTERN TECHNICAL COLLEGE has received written notification of its termination in a reasonable enough time to act.

Name

Signature

Date

## **SUBMISSION OF COMPLETED FORMS**

Required Documents to Submit:

- \_\_\_\_\_ Completed W-9 - dated within the last 3 years
- \_\_\_\_\_ Vendor Information Form
- \_\_\_\_\_ ACH - Direct Deposit Authorization Form (if preferred to check payment)

Due to the sensitivity of the form(s), please use either of the following options to submit your completed form and either of the following: voided check or letter provided by Financial Institution.

### **\*RECOMMENDED\* ELECTRONIC SECURE DOCUMENT DROP OFF:**

- Save completed form as well as digital copy of a voided check or document from your financial institution.
- Open the webpage: <https://dropoff.westerntc.edu/>
- Under "Anyone may perform the following activities" - Select Drop-Off
- Complete the required fields and select Send Confirmation
- You will receive an emailed confirmation - follow the instructions provided in the email
- The screen to add recipients will load
  - In the Name field, add Purchasing
  - In the Email field, add [Purchasing@WesternTC.edu](mailto:Purchasing@WesternTC.edu)
  - Select Add & Close
- Click to Add Files or Drag & Drop, then add a short note to the Recipient
- Drop-off Files button will appear at the bottom of the screen – select the button

### **MAILING ADDRESS:**

Western Technical College  
Attn: Purchasing, A122  
400 7<sup>th</sup> Street North  
La Crosse, WI 54601

If assistance is required, please contact [purchasing@westerntc.edu](mailto:purchasing@westerntc.edu).