



# City of Tulsa Supplier Registration Form

SUPPLIER NAME (as shown on tax returns):	DOING BUSINESS AS:
TYPE OF ORGANIZATION: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INCORPORATED IN _____	FED TAX ID OR SOCIAL SECURITY NUMBER  <b><u>NOTE: ATTACH A CURRENT W-9 TO THIS FORM.</u></b>
DOES YOUR FIRM QUALIFY AS A SMALL BUSINESS UNDER SBA GUIDELINES? <input type="checkbox"/> YES <input type="checkbox"/> NO	IS YOUR FIRM A REGISTERED SMALL BUSINESS WITH THE CITY OR THE STATE OF OKLAHOMA? <input type="checkbox"/> YES <input type="checkbox"/> NO

THE CITY USES THE NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING COMMODITY SYSTEM. TANGIBLE PRODUCTS ARE NUMBERED 005-00 THRU 899-00. ALL SERVICES ARE NUMBERED 900-00 THRU 999-00. INSERT BELOW THE 5-DIGIT NUMBERS THAT APPLY TO THE PRODUCTS AND SERVICES SUPPLIED BY YOUR COMPANY. IF REQUESTING NOTICE OF ALL COMMODITIES UNDER A PARTICULAR CODE, SELECT "00" FOR THE 4TH & 5TH DIGIT. ADDITIONAL DETAIL EXPLAINING EACH COMMODITY CLASS IS AVAILABLE AT:  
[HTTPS://WWW.CITYOFTULSA.ORG/GOVERNMENT/DEPARTMENTS/FINANCE/SELLING-TO-THE-CITY/REGISTER-AS-A-VENDOR/](https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/register-as-a-vendor/)


PURCHASING ADDRESS:			
NAME:	Title:	PHONE NO:	
P.O. BOX OR STREET:	City:	STATE:	ZIP CODE:
E-MAIL ADDRESS(PRIMARY METHOD OF COMMUNICATION):			FAX NUMBER:
SUPPLIER WEBSITE:			

A/R ADDRESS:			
NAME:	Title:	PHONE NO:	
P.O. BOX OR STREET:	City:	STATE:	ZIP CODE:
E-MAIL ADDRESS(PRIMARY METHOD OF COMMUNICATION):			FAX NUMBER:

Please list the names of any of your officers, employees, stockholders, or anyone with a financial interest with your business who are employed with the City of Tulsa:

I certify that the information supplied herein is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer is now debarred or otherwise declared ineligible by any public agency from bidding or furnishing materials, supplies, or services to any other public agency thereof.



# City of Tulsa Supplier Registration Form

Signature of person authorized to sign:	Name & Title of Person Signing:	Date:
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## AUTHORIZATION AGREEMENT FOR EFT CREDIT TRANSACTIONS

Authorization is hereby granted to the **City of Tulsa, Oklahoma**, hereinafter called **City of Tulsa**,

by \_\_\_\_\_ (Company/Individual Name) to initiate EFT credit transaction entries to our depository account designated below at the depository financial institution named below, hereinafter called DFI. Authorization is also granted to **City of Tulsa** to initiate, only if required, debit entry adjustments to our depository account at the named DFI in the event a corresponding credit entry by **City of Tulsa** was made in error. Acknowledgement is further made that the **City of Tulsa's** origination of all EFT transactions to our account designated below must comply with the provisions of U.S. law and NEFTA Operating Rules and Regulations.

\_\_\_\_\_  
Depository Financial Institution Name (DFI)

\_\_\_\_\_  
Bank Routing Number (DFI)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Designated Depository Account Title

\_\_\_\_\_  
Depository Account Number

Depository Account Type: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

This authority is to remain in full force and effect until the **City of Tulsa** has received written notification from \_\_\_\_\_ of its termination in such time and manner as to afford the **City of Tulsa** and the above named DFI a reasonable opportunity to act on such written notification.

\_\_\_\_\_  
Authorizing Party Name/Title (print/type)

\_\_\_\_\_  
Signature of Authorizing Party

\_\_\_\_\_  
Date

Primary Company Contact Phone Number: (\_\_\_\_\_) \_\_\_\_\_

**Tax identification number:** \_\_\_\_\_

E-mail Address (for EFT detail notification): \_\_\_\_\_

**Please note:**

- All written credit authorizations must provide that the Receiver may revoke the authorization only by notifying the Originator (**City of Tulsa**) in the manner specified in the authorization.
- Single entry reversals do not require authorization by the receiver.