



Vendor Setup Request Form

The Vendor Setup Request Form is used to collect and verify essential business information required to establish a new vendor in the City of Mableton's procurement and financial systems. This form ensures compliance with local, state, and federal regulations, including IRS reporting requirements, insurance verification, and E-Verify mandates as applicable under Georgia law.

Completion of this form is required before any purchase orders can be issued or payments can be processed. It is the responsibility of the requesting department and the vendor to ensure that all sections are accurately completed, and all necessary documentation (W-9, Certificate of Insurance, E-Verify affidavit) is submitted.

This process promotes transparency, accountability, and efficient vendor on-boarding in support of the City's procurement operations.

Vendor Information

Legal Business:

DBA:

Federal Tax ID (TIN/EIN):

DUNS #:

Business Address:

City, State, ZIP:

Phone Number:

Email Address:

Website:

Remittance Information

Remittance Address (if different):

City, State, ZIP:

Remit Email (PO/Payments):

Certification and Compliance

W-9 Attached: ☐ Y ☐ N

Certificate of Insurance (COI): ☐ Y ☐ N

E-Verify Affidavit: ☐ Y ☐ N

Business License: ☐ Y ☐ N

Authorization of Signatures

Vendor Signature:

Print Name & Title:

Failure to complete this form will delay payment for goods and services.



Vendor ACH/Wire Information

In an effort to reduce processing time, please submit all invoices to: AccountsPayable@mableton.gov.

For electronic payment, vendors should provide the following information, being sure to choose the preferred payment type (ACH or WIRE). If you have a letter from your bank (on official bank letterhead) which will serve the same purpose, please forward to the email address above.

BANK NAME:	
BANK ADDRESS:	
NAME ON ACCOUNT:	
ROUTING NUMBER:	
ACCOUNT NUMBER:	
POINT OF CONTACT:	

Thank you,

City of Mableton Finance Department