



City of Waynesboro Finance Dept.
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City of Waynesboro, Virginia - Vendor Questionnaire

This form is to be used by vendors who have been awarded a contract or have been instructed by a representative of the City of Waynesboro that completion of this form is required to conduct business. Vendors should not routinely complete this form and should wait to be requested to do so.

Please provide the information requested below and return this questionnaire with a completed IRS Form W-9

Legal Name of Business:					
Trade Name (DBA) if different from Legal Name:					
State Where Business is Registered/Organized:		VA State Corp. Commission Number, if applicable:			
Physical Address of Business (NO P.O. BOX)					
Street Number & Name:					
City:		State:		ZIP Code:	
Business and/or Individual Contact Information:					
First & Last Name:		E-mail Address:			
Voice Telephone Number:		Fax Number:			
Business Name on Remittance Check (must match either Legal or Trade Name above):					
Mailing Address for Payments					
Street Number & Name:					
City:		State:		ZIP Code:	
Mailing Address for IRS 1099 Forms (if applicable)					
Street Number & Name:					
City:		State:		ZIP Code:	