# City of Tulsa Supplier Registration Form

**SUPPLIER NAME (as shown on tax returns):**

**DOING BUSINESS AS:**

**TYPE OF ORGANIZATION:**
- [ ] INDIVIDUAL
- [ ] PARTNERSHIP
- [ ] INCORPORATED IN ____________

**FED TAX ID OR SOCIAL SECURITY NUMBER**

**NOTE: ATTACH A CURRENT W-9 TO THIS FORM.**

**DOES YOUR FIRM QUALIFY AS A SMALL BUSINESS UNDER SBA GUIDELINES?**
- [ ] YES
- [ ] NO

**IS YOUR FIRM A REGISTERED SMALL BUSINESS WITH THE CITY OR THE STATE OF OKLAHOMA?**
- [ ] YES
- [ ] NO

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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/)

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**PURCHASING ADDRESS:**

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<th>Title:</th>
<th>PHONE NO:</th>
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<th>City:</th>
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<th>ZIP CODE:</th>
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<th>E-MAIL ADDRESS (PRIMARY METHOD OF COMMUNICATION):</th>
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**SUPPLIER WEBSITE:**

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**A/R ADDRESS:**

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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.

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12-13-17
City of Tulsa
Supplier Registration Form

Signature of person authorized to sign: ___________________________ Name & Title of Person Signing: ___________________________ Date: ___________________________

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.