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Spring, TX 77380
832-738-1400

www.argentworldservices.com

27601 Commerce Park Dr
Oak Ridge North, TX 77385
832-738-1400

info@argentworldservices.com

301 High Tech Dr
Oakdale, PA 15071
832-738-1400

VENDOR SET-UP REQUEST CHECKLIST

The following forms must be completed and submitted to Argent World Services Accounts Payable Department in order for a vendor to be added to the master vendor file.

- ☐ Vendor Setup / Maintenance Form
- ☐ Vendor W-9 Form
- ☐ Electronic Funds Transfer (EFT) Vendor banking information Form
- ☐ Copy of voided check or deposit slip
- ☐ Copy of verification of Vendor records printed from the System for Award Management (SAM). <https://www.sam.gov/> or DUNS
- ☐ Copy of the Vendor Current Business License

Please send the signed and dated completed forms in one of the following manners:

Email a PDF copy to:

ACCOUNTS@ARGENTWORLDSERVICES.COM

Or

Mail via US Postal Service to:

Argent World Services, LLC.
4701 FM 2920 Bldg B
Spring, TX., 77388



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VENDOR MAINTENANCE FORM			
<p>The following 4 documents must accompany a "Request for New Vendor" and "Request to update Vendor Record." Failure to provide this support will result in a delay in the vendor receiving payment or Vendor Maintenance.</p> <p>(1) W-9 Form (2) ACH Form (3) Business License (4) SAM records or DUNS</p>			<p>Please select one:</p>
<p>New Vendor Number:_____ (Internal Use Only)</p>		<p>Vendor Number (Updating Vendor Record): _____</p>	
NEW VENDOR INFORMATION			
<p>Vendor Name (as it appears on the W-9:</p> <p>Vendor doing Business As (DBA): _____</p> <p>Vendor EIN/Tax ID/SS#: _____</p> <p>Vendor Type: _____</p> <p>Mailing Address: _____</p> <p>City/State/Zip: _____</p> <p>Telephone: _____</p> <p>EFT Notification Email : _____</p> <p>EFT Contact Name: _____</p> <p>Purchase Order Notification Email: _____</p> <p>Purchase Order Contact Name: _____</p>			
UPDATING VENDOR INFORMATION			
Previous Vendor Information		New Vendor Information	
Vendor Name:		Vendor Name:	
Vendor DBA:		Vendor DBA:	
Street Address:		Street Address:	
City/State/Zip:		City/State/Zip:	
Telephone:		Telephone:	
EFT Email:		EFT Email:	
EFT Contact Name:		EFT Contact Name:	
PO Email:		PO Email:	
PO Contact Name:		PO Contact Name:	

Requested By:

Signature:

Date:

For Internal Use

Completed By:

Signature:_____

Date:_____



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ACH/ELECTRONIC PAYMENTS VENDOR REQUEST FORM

This form is used to process or update a vendor file record to allow for ACH/Electronic payments.

Section A: (To Be Completed By Vendor)

Vendor Name: _____

Vendor Contact Name: _____

Vendor Email: _____

Vendor EIN/SS Number: _____

Account Type: _____

Bank Name: _____

Bank Street Address: _____

Bank City/State/Zip: Bank _____

Contact Name: _____

Bank Telephone: _____

Bank Account Number: _____

Wire Routing
Number: _____

ACH Routing Number: _____

Signature: _____

Date: _____

SECTION B: (To Be Completed by Argent Vendor Management Personnel)

Vendor Number: _____

Date Request Received: _____

Comments: _____

Request Processed By: _____

Title: _____

Signature: _____

Date: _____

Please send completed form in PDF format to accounts@argentworldservices.com This form *must always* be accompanied by a vendor maintenance form

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.