



**Vendor Set Up/Change Form**

New Vendor \_\_\_\_\_ Existing Vendor Change \_\_\_\_\_

**Business Legal Name** \_\_\_\_\_ **DUNS Number** \_\_\_\_\_

**Physical Address** \_\_\_\_\_

**Contact Name and Title** \_\_\_\_\_

**Contact Email Address** \_\_\_\_\_

**Contact Phone Number** \_\_\_\_\_ **Contact Fax Number** \_\_\_\_\_

**Organization Type**  
\_\_\_\_ Corporation \_\_\_\_ LLC \_\_\_\_ Partnership \_\_\_\_ Individual \_\_\_\_\_ Other (Please Specify)

*Complete the Vendor Classification on the following page*

1099 Information (US Only) \_\_\_\_\_ Social Security Number **or Tax ID Number** \_\_\_\_\_  
*IRS Form W-9 or W-8 (for foreign vendors) must be attached*

Payment Method  Check \_\_\_\_ ACH \_\_\_\_ Credit Card (MasterCard)

Remittance Address (if different than above) \_\_\_\_\_

For ACH Payments please choose one of the following:

- \_\_\_\_ Option A CTX with electronic remittance detail
- \_\_\_\_ Option B CCD with paper confirmation to fax number \_\_\_\_\_
- Option C CCD with email confirmation to email address \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Address \_\_\_\_\_

Bank Routing Number/TR Number/SWIFT Code \_\_\_\_\_ Account Number \_\_\_\_\_

**Voided Check Must Be Attached to Process Request For Automatic Payments**

*Neither party shall be liable for any failures or errors beyond its reasonable control including, without limitation, mechanical, electronic or communications failures or errors. Neither party shall be liable to the other for any special, incidental exemplary or consequential damages arising from or as a result of any delay, omission, error or failure in the electronic transfer of funds.*

*This authority shall remain in effect until terminated upon thirty (30) days written notice by either Vendor or Stratas Foods. Notice of termination shall in no way effect debit/credit entries initiated prior to actual receipt of notice.*

*All credit and other terms and conditions between Vendor and Stratas Foods remain in effect.*

**Authorized Signature:** \_\_\_\_\_