City of Ocala
Finance Department

Vendor Accountant
P.O. Box 1270
Ocala, FL 34478-1270

Vendor Registration

After completing the form, please print it out and send via postal mail to the Finance Department at the address above.

Vendor Information

Company Name	
Tax ID Type Social Security Number	**Tax ID Number**

Location Information

Business Name 1 (If different from the company name)	**Address**
	City,State,Zip
Contact Person	
Details for sending purchase orders, payments and bills	

Business Name 2 (If different from the company name)	**Address**
	City,State,Zip
Contact Person	
Details for sending purchase orders, payments and bills	

Business Name 3 (If different from the company name)	**Address**
	City,State,Zip
Contact Person	
Details for sending purchase orders, payments and bills	
Commodity codes that describe the products and/or services your company provides	
Certified Minority Business Enterprise (CMBE)	

As a new vendor, you must file a W-9 with the Finance and Administrative Services Department. Failure to do so could result in the delay of payments for services provided to the City.