

City of Waynesboro Finance Dept.
 Accounts Payable
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 Waynesboro, VA 22980
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 Fax: 540-942-6555
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City of Waynesboro, Virginia - Vendor Questionnaire

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 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:	