

**Mountain Brook Schools
Vendor Information Form**

Please email this form to:
Mountain Brook City Schools
ATTN: Finance Department
32 Vine Street
Mountain Brook, AL 35213
Email: finance@mtnbrook.k12.al.us
Phone: (205) 871-4608

Please be advised that Mountain Brook City Schools requires the issuance and approval of purchase orders for all goods and services. Please do not accept orders without an approved purchase order. **Mountain Brook City Schools accepts no responsibility for orders filled without a valid purchase order. This entire form must be completed and submitted with a completed [W-9 Form](#).**

Name: _____

Federal Tax ID or Social Security Number _____

Are you Providing Goods?	Are you a MBS Employee?	Yes	No	EMP # _____
Providing Services?	Are you a TRS Retiree?	Yes	No	
Requesting Reimbursement or a Refund?	Are you a MBS Parent?	Yes	No	

Indicate the nature of your business or service

ORDERING INFORMATION

Mailing Address: _____

City _____ State _____ Zip _____ Phone _____

Purchase Order Email _____
Note: Purchase Orders will be mailed or emailed to this address

PAYMENT INFORMATION (check box if same as ordering information)

Mailing Address: _____

City _____ State _____ Zip _____ Phone _____

Contact Person: _____ Email _____

Bank Account Information –to receive payments by direct deposit Checking Account

Routing # _____ Bank Account # _____ Savings Account

Payment Remit Email: _____
Note: Payment details will be emailed to this address

SCHOOL/DEPARTMENT REQUESTING TO ADD VENDOR

I authorize Mountain Brook City Schools to deposit payment for goods and/or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the vendor or individual named below. It is the sole responsibility of the vendor or individual to notify Mountain Brook City Schools of any changes to the bank account information.

I certify that all information supplied herein is correct.

Signature (not typed) _____ Title _____

Printed Name _____ Date _____