



Supplier Information Form

Instructions

Please e-mail the following information to your contact at Children's:

1. Completed Supplier Information Form
2. A valid, signed IRS Form W-9 or appropriate W-8 series form for non-US entities. The most current version can be found at www.irs.gov

Supplier Information

The supplier will complete all the fields below.

Business Legal Name (As shown in Line 1 of W-9)	Business Name (If different from Legal Name)

Accounts Receivable (A/R) Contact Information	
Contact Name	Contact Title
Phone Number	E-mail Address

Mailing Address for Payments		
Remit-to Address		
City	State	Zip code
Email to receive Remittance Information		
Are additional Remit-to Addresses needed?		
Yes	No	
If Yes, please email all Remit-to Addresses to your contact at Children's.		

Payment Preference

*Children's utilizes Paymode-X, a platform affiliated with Bank of America for electronic bank transfers. Once a new vendor is accepted as an active supplier with Children's, further instructions will be distributed for enrolling in Paymode.