

Harris County Emergency Corps

2800 Aldine Bender Road

Houston, TX 77032

281-449-3131

New Vendor Form

In order to ensure accurate payment and correspondence, please provide the following information and attach a W9 form:

Today's Date:

Company Name:

Payment Address:

Tax ID Number:

Phone Number:

Primary Contact Person:

Contact Number:

Contact Email:

Payment Terms:

Return completed form to: ap@hcec.com

Thank you!

AP/AR Coordinator for Harris County Emergency Corps

FOR OFFICE USE ONLY:

HCEC Requester:

Service(s) to be Provided:

Contracted Rate:

A copy of applicable Contract terms, payment terms, or fee schedules should be provided to the Compliance Officer. Any required Business Associate or Confidentiality must be on file prior to payment.