

# Vendor Registration

Return this form and a completed [W-9](#) form to:

City of Stillwater

Attn: Vendor Registration

Finance Department

723 S. Lewis St./PO Box 1449 | Stillwater, OK

74076-1449 [vendor@stillwaterok.gov](mailto:vendor@stillwaterok.gov)

New Vendor			Information Change for Existing Vendor		
<b>Vendor's name:</b>					
Doing Business As:					
Physical address:					
City:			State:		Zip Code:
Phone:			Email:		
Company Website:					
Mailing address:					
City:			State:		Zip Code:
<b>Business owner or authorized representative:</b>					
Name:					
Title:					
Authorized Signature:			Date:		

Vendors registered to do business with the City of Stillwater/Stillwater Utilities Authority agree to accept and comply with payment terms as follows. Do not sign or submit this form if you do not agree.

1. Payment will be made as soon as processed, but no longer than 45 days after receipt of a valid invoice.
2. The City/SUA will not pay any amount in advance of the completion of services or delivery of materials being purchased unless agreed to as part of a written contract approved by the City Council.
3. The City/SUA will not pay late fees, penalties, or interest charges on any invoice.