

3333 University Way  
 Prince George, BC  
 V2N 4Z9

Please email the completed form and any supporting documents to [finance@unbc.ca](mailto:finance@unbc.ca).

## VENDOR INFORMATION

<b>COMPANY / PERSON NAME</b> as shown on Federal Tax Return		<b>NEW VENDOR / CHANGE IN INFO</b>
		Please Select:
<b>ALTERNATE NAME</b> if applicable - doing business as / operating as		<b>DATE OF BIRTH</b> required for individuals (dd-mm-yyyy)
<b>POINT OF CONTACT NAME</b>	<b>TITLE</b>	<b>CONTACT EMAIL</b>
<b>MAILING ADDRESS</b>		
Street Address:		Postal/Zip Code:
City:	Province/State:	Country:
<b>PAYMENT / REMIT ADDRESS</b> if different from above		
<b>PHONE</b>	<b>FAX</b>	<b>EMAIL ADDRESS</b>
<b>GST/VAT NUMBER</b>	<b>GST EXEMPT REASON</b> if applicable	

## ORGANIZATION TYPE

<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Individual / Sole Proprietor	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	LLC	<input type="checkbox"/>	Partnership / Limited Partnership	<input type="checkbox"/>	Non Profit

## PAYMENT INFORMATION

<b>MAKE PAYMENT TO</b> (Name on bank account)	<b>CURRENCY</b>	<b>DIRECT DEPOSIT</b> (Canadian vendors only)
		If you wish to receive payment via Direct Deposit, please complete <a href="#">this form</a> <b>and</b> attach a copy of a void cheque from your bank.

<b>REQUESTOR / VENDOR'S NAME</b>	<b>SIGNATURE</b>	<b>DATE REQUESTED / SENT</b>

INTERNAL USE ONLY	<b>VENDOR ID</b>	<b>DATE RECEIVED</b>