



DAYTON TEXAS

City of Dayton  
Vendor Maintenance Form

Please type or print legibly.

For all information needing to be updated, complete both the current information on file with the City *and* the updated information. Supplementaty forms may be required (ex.: if updating remittance information, a Vendor Maintenance Form *and* an updated Vendor Remittance Information Form [and all the stated requirements] must be provided, etc.).

Section 1 Updating Vendor Information

Previous Vendor Information		Updated Vendor Information	
Vendor Name:		Vendor Name:	
Vendor DBA:		Vendor DBA:	
Telephone:		Telephone:	
Fax Number:		Fax Number:	
Physical Address:		Physical Address:	
Mailing Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
AR Name & Telephone:		AR Name & Telephone:	
AR Email:		AR Email:	
Website:		Website:	
Remittance Address:		Remittance Address:	
Bank Name:		Bank Name:	
ABA Routing Number:		ABA Routing Number:	
Account Type (checking/savings):		Account Type (checking/savings):	
Account Ownership (commercial/personal):		Account Ownership (commercial/personal):	
EFT Email Advise:		EFT Email Advise:	
Conflict of Interest before update?		Conflict of Interest after update?	

Section 2 Vendor Authorization

Requested by: _____	Signature: _____
Title: _____	Date: _____

Completed forms should be directed to [vendors@daytontx.org](mailto:vendors@daytontx.org) for processing.

For Internal Use

Vendor Number: _____	Date: _____
Completed By: _____	Signature: _____