

Vendor Application Instructions

*Page 1 (Vendor Application)*

This page applies to all vendors to complete including any updated information. You may need to print the form to sign it, then scan and e-mail.

*Page 2 (W-9 Information)*

This applies to all new vendors, and is not a replacement form for your W-9. The original must be sent in with your application as well. There is a link to the latest W-9 form near the bottom of this page. This form will also need to be used if you have any updated information to your W-9.

All W-9’s must be dated for the current year otherwise they will not be accepted.

*Page 3 & 4 (Corporate Compliance)*

All new vendors will need to complete and return a copy of this form.

*Page 5 (Certificate of Liability Requirements)*

This section will show you our minimum requirements for specific vendors doing any business within the campus. The minimum amounts on the form are required by The Wesley Community. A Certificate of Liability is required before any vendor can work for The Wesley Community.

*Page 6 (Certificate of Liability)*

Your insurance company must add any of The Wesley Community entities on the Certificate of Liability must be endorsed as indicated on page 5.

\*\*You will be contacted if The Wesley Community requires you to complete a Business Associate Contract.