



**Greeley-Evans**  
Weld County School District 6

1025 NINTH AVENUE | GREELEY, COLORADO 80631  
970-348-6000 | WWW.GREELEYSCHOOLS.ORG

FINANCE  
DEPARTMENT

**VENDOR ADD / CHANGE FORM**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Purchase Order E-Mail Address \_\_\_\_\_

**Required Fields –**

Is the Vendor a PERA retiree?    Yes        No

*NOTE - If you are a PERA Retiree and you fail to indicate such, you will be required to pay the employer contribution amount plus any interest as stated on page 3 of PERA's "Working After Retirement" publication. Please contact PERA with any questions regarding your responsibilities as a PERA Retiree performing work for a PERA employer.*

Federal Tax ID # \_\_\_\_\_ / Social Security Number \_\_\_\_\_

*NOTE for PERA RETIREES – if you use a Federal Tax ID#, please also include your Social Security# for our reporting to PERA.*

Does the Vendor accept credit card payments?    Yes        No

Reason for Vendor Add \_\_\_\_\_

Indicate the nature of business or services \_\_\_\_\_

**Remittance Address** (if known or different from above)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

<b>Please place an "X" in the box to represent a YES or NO.</b>	<b>YES</b>	<b>NO</b>
Is the Vendor an Employee?		
<b>If an Employee</b> , does the Vendor provide services not related to their scope of work or work performed by another employee of the District? (If "YES," the Employee may be a 1099 Vendor and an additional Vendor Add may be required.) Verification will be made on a case by case basis by the District Finance Office		

School / Location \_\_\_\_\_ Date of Request \_\_\_\_\_

Name of Requestor \_\_\_\_\_ Phone \_\_\_\_\_