



City of Kingston
 216 Ontario St.
 Kingston, ON K7L 2Z3
 613-546-4291

Print Form

New Vendor and Information Change Form

New Vendor Information Change

The information provided below will remain in effect until cancelled or changed by the Vendor, in writing, in such manner as to afford the City of Kingston and their financial institution reasonable opportunity to act.

Company Information

Vendor Name:

Contact Name:

Contact Phone Number:

Contact email (required for payment notification):

Contact email (required for purchase order delivery):

Vendor Business Address:

City: Province: Postal Code:

HST Registration Number: Invoice Currency: CDN U.S.

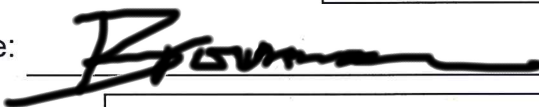
Banking Information

Bank Name:

Transit Number (5 digits):

Account Number:

Bank Number (3 digits):

Signature:  Date:

Name and Title:

Please return this form, **together with a void cheque or bank letter**, by:
 - mail: City of Kingston, Attention Accounts Payable, 216 Ontario St., Kingston, ON K7L 2Z3, or
 - email: accountspayable@cityofkingston.ca, or
 - fax: 613-546-3407.

Statement of Collection of Personal Information

Personal information is collected and protected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M-56.*

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