



Vendor Form

Please return completed form along with your W-9 and any future invoices or statements to invoices@lpzoo.org

Vendor Name	Business Name (DBA)	Main Phone Number
Business Address	City, State	Zip Code
Remittance Address	City, State	Zip Code
Contact Name (Accounting)	Phone Number	Email Address
Sales Contact	Phone Number	Email Address
Business Type (attach W9)	Payment Terms - send invoices to invoices@lpzoo.org	
Corporation	Net 30	
LLC	Net 10	
Partnership	1%15 Net 30	
Sole Proprietor	2%10 Net 30	
Not for Profit	Due Upon Receipt	
Other	Other	
Type of Product or Service Offered		

Our preferred method of payment is ACH

Email Address for Remittance

Bank Name for ACH Payments

Bank Routing Number

Bank Account Number

If terms are not set up, do you require prepayment?

Yes

No

Do you accept credit cards without additional fees?

Yes, VISA

Yes, AMEX

Diversity Business Status-Please check below, if your business is owned (51% or greater), by a diverse group(s).

MBE-Minority Owned

DBE-Disadvantage Owned

WBE-Minority Owned

VBE-Veteran Owned

LGBTQ+ Owned

None of the Above, Not a Diverse Business

Are you a Certified Diverse Business?

Yes

No

Other-Do you hire or work with Tier 2, Tier 3? Do you have a business diversity policy? Please explain.

Please acknowledge agreement to represent and warrant the following:

A. No Current or Prior Conflict of Interest. The Vendor/Contractor has no business, professional, personal, or other interest, including but not limited to, the representation of other clients, that would conflict in any manner or degree upon working with Lincoln Park Zoo. Please disclose below if any family member or relative is employed by Lincoln Park Zoo.

B. Notice of Potential Conflict. If any such actual or potential conflict of interest arises, Vendor/Contractor shall immediately inform Lincoln Park Zoo in writing of such conflict.

I acknowledge No Current or Prior Conflict of Interest

I am disclosing the following Conflict of Interest

Conflict
Discloser:

Signature:

Date: