



Vendor Application

Vendor information checklist:

- Vendor Data Form
- Vendor Verification Form
- W-9
- Certification (if applicable)

To become a vendor with SkillsUSA, Inc. all new and current applicants must complete a vendor information package. This information will be kept as confidential information and will only be disclosed for audits or if subpoenaed by a government agency or court of competent jurisdiction.

Please complete this package and return all documents to accounting@skillsusa.org or you can securely upload the forms to <https://bit.ly/3ifhE0z>.

Thank you,

Administration & Finance Department
SkillsUSA, Inc



Vendor Data Information (All blanks must be completed to be applicable)

Name _____

DBA (doing business as) _____

Physical Address _____

City _____ State _____ Zip _____

Remit to Address: _____

City _____ State _____ Zip _____

Telephone # _____ Fax # _____

Email: _____

Social Security # or Tax ID # _____ 1099 Yes No

Payment Terms: NET 30 NET 15 DUE UPON RECEIPT

(SkillsUSA pays on a NET 30 term unless otherwise noted above)

Direct Deposit Authorization (ACH Credit) Information required to complete the vendor setup process.

I, _____

authorize SkillsUSA, Inc to send an ACH credit to the account indicated below.

Account Type: Checking or Savings **AND** Personal or Business

Bank Name _____

Bank Routing # _____

Account # _____

Remittance Email(s) _____

Signature _____

Date _____

SkillsUSA School Chapter ID# _____

Secure upload: <https://bit.ly/3ifhE0z>

Email: accounting@skillsusa.org

Mail: Attn: Finance Department 673 Potomac Station Drive PMB# 809, Leesburg, VA 20176



Vendor Verification

SkillsUSA, Inc. will make every effort to include Disadvantaged Enterprises, Women Minority Business Enterprises, and Minority Business Enterprises in the acquisition and disposition of Goods and Services.

- Disadvantaged Business Enterprises, such as a firm owned (51%) and controlled by a minority person or woman, or other disadvantaged business enterprises.

- Women Minority Business Enterprise, such as a firm owned and controlled solely by a woman.

- Minority Business Enterprise, such as a firm owned and controlled solely by a person certified by SBA as meeting the requirements of a Minority Business.

- Does not apply.

*Provide Certification for the box indicated above.

Comments: _____

