



VENDOR VERIFICATION FORM

THE PUBLIC TREASURY DEPARTMENT

PUBLIC TREASURY BUILDING

NORTH ST.

OPPOSITE POLICE HEADQUARTERS EAST ST.

P. O. BOX N-7524

NASSAU, BAHAMAS

TELE: (242)3020545/3020592/3020525/3020534

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY EITHER:

- ✓ Scan/Email: Controlssection@bahamas.gov.bs
- ✓ Hand deliver

Note: In order for the form to be processed the required highlighted field must be filled in.

Current Vendor ID: _____

Legal Name of Business: _____

Trading Name: _____

Owner of Business: _____

Company Street Address: (required) _____

Postal Address: _____

City: _____

Country: _____

Business Phone: _____

Email: _____

The email address provided would be the one used by
our office to inform you of payments sent to the bank

Cell: _____

Fax No.: _____

Business Licence No.: _____

Business Registration No.: _____

Sub Office(s): ☐ Nassau ☐ Grand Bahama ☐ Abaco

****Please indicate if the sub offices have the same bank account as New Providence:**

Company Bank Name/Code: _____

Branch Code/Street Address: _____

Bank Account Number (Please provide either Checking or Savings Account Number):

Checking:

Savings:

(PLEASE NOTE BANK ACCOUNT SHOULD BE THE SAME AS THE TRADING NAME INDICATED ON THE BUSINESS LICENSE; IF BANK ACCOUNT CHANGES, PLEASE NOTIFY US IMMEDIATELY)

National Insurance No. For Business:

Tax Identification Number (TIN):

Financial and Corporate Service Licence No.:

City:

State:

Country:

Declaration of Vendor:

I, the undersigned, hereby declare that the information provided above is true and correct; and I am authorized to represent the above named company.

COMPANY REPRESENTATIVE NAME

COMPANY REPRESENTATIVE TITLE

Note: A copy of the following documents are required

- Copy of Financial and Corporate Service Licence (only for insurance companies and financial institutions)
- Copy of tax compliant certificate (TCC)

DATE RECEIVED:

☐ **APPROVED:**

☐ **NOT APPROVED:**

Date Approved/Rejected:

Vendor ID Assigned:

Verification Completed By: