



**HHSC**  
**Attn: PCS, Vendor Coordinator**

**E-mail: PCS CST HHSC@hhsc.state.tx.us**

<b>VENDOR INFORMATION      NEW _____ or Update Information _____</b>																	
1a. <b>Legal name of Other Party (OP)</b> as it appears on documentation from IRS, Comptroller, or Secretary of State. This is the name that will appear on the contract document either as "Contractor" or by name. If using an assumed name, please attach documentation from Office of the Secretary of State or County Attorney.																	
1b. <b>OP Address including Street and Mailing Addresses, City, County, State and 9 digit Zip Code:</b>																	
1c. <b>PAYEE Name and Mailing Address including 9 digit Zip Code</b> (as it should appear on financial instruments and remittances):																	
1d. <b>Federal Employer Identification No. [FEIN]</b> (9 digit), name and Social Security Number (SSN), if individual, or State of Texas Comptroller Vendor Identification No. (14 digit). <b>NOTE: Use of SSN may result in it becoming part of documents that are subject to the Public Information Act. DSHS will not redact SSN when releasing information to the public.</b>																	
1e. <b>Mail code</b> , if known (3 digits):																	
1f. <b>DUNS Number</b> (9 digit – required for subrecipient contracts) For Instructions to obtain a DUNS refer to FFATA Guidance at <a href="http://www.dshs.state.tx.us/grants/gen-prov.shtm">http://www.dshs.state.tx.us/grants/gen-prov.shtm</a>																	
<p>2. <b>TYPE OF ENTITY</b> (enter appropriate letter in box): <input type="checkbox"/> Is your entity certified as a HUB? € Yes € No</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">A. City or County (Governmental Entity)</td> <td style="width: 33%;">E. Texas Non-profit Corporation *</td> <td style="width: 33%;">I. Sole Proprietor</td> <td style="width: 33%;">M. Out-of-State Corp</td> </tr> <tr> <td>B. State Agency</td> <td>F. Texas For Profit Corporation*</td> <td>J. Individual</td> <td>N. Other ***</td> </tr> <tr> <td>C. State Institution of Higher Learning</td> <td>G. Professional Association*</td> <td>K. Partnership**</td> <td></td> </tr> <tr> <td>D. Other Political Subdivision</td> <td>H. Regular Association</td> <td>L. Limited Partnership**</td> <td></td> </tr> </table> <p>*Please provide 10-digit charter or file number assigned by the Secretary of State: _____</p> <p>** Please provide the name and SSN or FEIN of each partner. _____</p> <p>***If "Other", specify. _____</p>		A. City or County (Governmental Entity)	E. Texas Non-profit Corporation *	I. Sole Proprietor	M. Out-of-State Corp	B. State Agency	F. Texas For Profit Corporation*	J. Individual	N. Other ***	C. State Institution of Higher Learning	G. Professional Association*	K. Partnership**		D. Other Political Subdivision	H. Regular Association	L. Limited Partnership**	
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3a. <b>Legal name of person</b> or entity authorized to contract with Department of State Health Services.																	
3b. <b>Typed Name &amp; Title of Person Authorized to Sign Contracts:</b>	3b. Telephone																
3c. <b>Typed Name &amp; Title of Contact Person</b> (Contract Documents and Correspondence)	3c. Telephone																
3d. <b>Contact Person's E-mail Address</b>																	
4a. <b>Signature of person Authorized to Sign Contracts :</b>	4b. Date																