

New Vendor and Credit Application Instructions

1. Open and print each of the documents contained in the “New Vendor & Credit Applications Folder.
2. Give the New Vendor Form and the blank W-9 forms to the potential vendor and have the representative for the vendor complete the forms; please review the form for completeness. After receiving the completed forms back, submit these forms to the SMHA Finance Department as soon as possible; this will enable us to establish the potential vendor in Yardi for use.
3. If the vendor requests that a credit application be completed, please give the vendor the pre-completed credit application that was printed from this file; it should contain most if not all the information that is required by the vendor’s application. Make certain to inform the vendor that SMHA normal terms are “net 30”.
4. Please give the vendor the completed copy of our W-9 form as well as our tax exemption form; make certain that you also verbally inform the new vendor that we are tax exempt as we are a division of the State and Local government.
5. If you have any difficulty or problems, please contact either Ron Hart at 330-454-0851 ext. 393 or Jeff Patterson at 330-454-8051 ext. 348 and we will try to resolve any issues.