MD NRCS VENDOR CODE WORKSHEET

Instructions to Vendors:
1. Fill in only the following Blocks: 2, 3, 4, (5 if more space is necessary), 6, 7 and
2. Fill in the Electronic Funds Transfer (EFT) Banking Information to include: Bank Account Number, Account Type, Bank Routing Number and Bank Name *(or attach a voided check in the space provided).*

From:

1. Action	2. **Vendor Code (SSN, Fed ID #)**	3. **Vendor Name** *(Field allows only 26 characters)*
New ☐ Modify ☐		

4. **Address Line 1 (Required – *Field allows only 30 characters*)**	7. **Phone Number**

5. Address Line 2 (Optional – *Field allows only 30 characters*)	8. Vendor Type

6. **Address Line 3 (City, State, Zip)**	12. Payment Hold	15. Prompt Pay Type

14. 1099 Vendor	14a. 1099 Vendor (Name/Address)		*CCR DATABASE
		Use only for "Assign" payments Block 14a should always be NO.	SHOULD ☒ SHOULD NOT ☐ be registered in the SAM Database.

* Vendors doing business with USDA under the terms of any contracts, basic agreements, basic ordering agreements, or blanket purchase agreements are required to register in the CCR Database.

To:

EFT INFORMATION (**Mandatory**) *Either fill in the banking information or staple a cancelled check in the space provided*

Bank Account Number	Account Type	Bank Routing Number
	Checking ☐ **Savings** ☐	

Bank Name:

This block is reserved for cancelled check or copy of check
to display Banking information.

Tracking notes for Submitting Office
Reference to our Contract Number:

SPECIAL NOTES FOR INDIVIDUAL INPUTTING VENDOR RECORD: