

Equity Residential Vendor Information Form

Legal Company Name (As it appears on line 1 of your W-9):

Business Name (remit name/DBA -this name will appear on your payments as the "payee"):

Federal Tax ID Number:

Corporate Address (From your W-9) Include City, State and Zip:

Remit to address (payments will be sent to this address). If it's the same as the physical address write "same as above".:

Email Address

Please provide the name of one Equity Residential property that requested you to become a vendor:

Services Provided: (please list all services):

Please Select a method of payment (must choose one)

ACH / Direct Deposit - would be sent directly to the bank and account of your choosing.

Note: Once invoices are approved, deposits are sent to your bank 30 days from the invoice date. You will need to complete a form, which can be requested by emailing proppayach@eqr.com. You will also need to supply a voided check OR a letter on bank stationary verifying the account number, account title, account address and bank ACH routing number.

Credit Card Payment - payment is made via a single use credit card account.

Once invoice approval is completed, these payments are typically available to the vendor within 3 working days. Contact Pauline Audette at paudette@eqr.com to sign up for this payment method.

Payment by Check - Checks are cut once a week for invoices due within 10 days

Accounts Receivable Contact Name:

Accounts Receivable Contact Phone Number:

Accounts Receivable Contact Email Address:

Other Contact Information (General Info):

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Please mark all that apply **(at least one box must be checked)**

- Minority
- Women Owned
- Women Owned Small Business (WOSB)
- Large Business
- Small Business
- Small Disadvantaged Business (SDB)
- Historically Black Colleges and Universities (HBCU) and Minority Institutions
- HUBZone Small Business (HUBZone SB)
- Veteran Owned Small Business
- Serviced-Disabled Veteran-Owned Small Business
- Alaska Native Corporations (ANCs) and Indian Tribes that have not been certified by the Small Business Administration as Small Disadvantaged Businesses
- Alaska Native Corporations (ANCs) and Indian Tribes that are not Small Business
- None of the Above

Have you previously been a supplier with any Equity Residential Community?

Are you currently enrolled with OPS Technology as an OPS Merchant vendor? Please Note: OPS Technology enrollment information can be found at Equityvendors.com

Print Name: _____

Authorized Signature _____

Please return this form via email to eqrvendorsetup@eqr.com