



Dear Supplier,

If your company is not an approved vendor with Mobile Area Water and Sewer System (MAWSS) and you wish to have the opportunity to do business with us, we ask that you please complete the Vendor Registration Questionnaire Form and a Federal Form W-9 Request for Taxpayer Identification Number and Certification Form. Both of these forms are located on our website. There is also a list of sample materials and services purchased by MAWSS.

We must have all information on both forms completed to list your company as a valid supplier of materials, supplies, and/or services. Incomplete forms cannot be accepted and will be returned.

#### Vendor Registration Questionnaire

Please complete the information on the top half of the form. The bottom half of the form certifies if your business qualifies as a Disadvantaged Business Entity (DBE). If this applies to you, then please complete the information on the bottom half of the form. If it does not apply to you, simply acknowledge that you have read and understand the DBE Policy (found on our website) by checking the appropriate box and by signing the application form.

#### Federal Form W-9

This form must be filled out completely and accurately. Be sure to fully complete Box 3 which shows us how your business is organized. This is required to set you up as a vendor in our system.

You may return your completed forms by any of the following three methods:

Mail to:           MAWSS Purchasing Department  
                      PO Box 180249  
                      Mobile, AL 36618-0249

Fax to:             251-694-3445

Email to:         Joyce Sawyer at [jasawyer@mawss.com](mailto:jasawyer@mawss.com)

Upon receiving the completed forms, you will be added to our system as a potential supplier. If you have filled out supplier information for us previously, then your information should still be on file. Please feel free to contact me at (251) 694-3110 if you have any questions or I can be of further assistance.

Sincerely,

Joyce Sawyer  
Purchasing Department