

ENERGY EFFICIENCY VENDOR CREATION / MAINTENANCE REQUEST

INCLUSIONS:

- ☐ Current W9 Form
- ☐ ACH Enrollment
- ☐ Application
- ☐ Email Verification
- ☐ Routing Authorization Letter
- ☐ Other: _____

Notes for A/P:**COMPLETE THE FOLLOWING SECTIONS FOR VENDOR CREATION/MAINTENANCE**

ACTION ☒ NEW ☐ CHANGE/UPDATE ☐ DELETE	VENDOR NO. (PSE USE ONLY)	CORP GROUP ENERGY EFF
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ENERGY EFFICIENCY REQUESTOR INFORMATION

EES STAFF REQUESTOR NAME ASHLEE SAINS	PHONE / EXT
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PAYMENT INFORMATION

NAME (LINE 1):

NAME (LINE 2): Line 2 is a: ☐ dba (Doing Business As) ☐ c/o (In Care Of)

STREET ADDRESS:	PO BOX:
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CITY:	STATE:	ZIP CODE + 4
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ADDRESS / COUNTRY (ONLY IF OUTSIDE THE US)

PROJECT CONTACT NAME:	PHONE 1:	PHONE 2
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EMAIL ADDRESS:

ADDITIONAL INFORMATION FOR REQUESTOR

SUBMITTED ON BEHALF OF (EME / LS / PM) PM	PROGRAM DEMAND RESPONSE
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PROJECT #	PROJECT NAME FLEX SMART
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