



Town of Berne Vendor Application & Required Documents

The Town of Berne operates on a **45–60-day billing cycle** as all invoices require Town Board approval. The Town is a **tax-exempt municipality**.

In 2026, vendors will be able to use our **Self-Service Vendor Portal** to update contact information, view payments, and access purchase orders. Visit www.berneny.gov for updates.

(Office Use Only)

1. Vendor ID Vendor Number: _____

2. Vendor Name & Type

Legal Vendor Name: _____

DBA / Alternate Name: _____

Vendor Type: _____

Brief Description of Goods/Services:

Federal Tax ID (EIN): _____ *(must also provide signed w9)*

SSN: _____

3. Address Information

Primary/Physical Address

Street: _____

City: _____ **State:** _____ **Zip:** _____

Remit-To / Billing Address (if different from above)

Street: _____

City: _____ State: _____ Zip: _____

4. Contact Information

Primary Contact Name: _____

Title: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Email for Purchase Orders: _____

Email for Invoices / Remittance: _____

7. Required Documentation

- W-9 Attached: ☐ Yes ☐ No
 - Insurance Certificate (if applicable): ☐ Yes ☐ No
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8. Certification

I certify that the information provided is accurate and authorize the Town of Berne to create and maintain a vendor file in the MCSJ accounting system.

Authorized Representative Name: _____

Signature: _____ **Date:** _____

Submit completed application and attachments to: Town of Berne Town Clerk at
1656 Helderberg Trail Berne, NY 12023, clerk@berneny.org or fax 518-872-9303