



# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553-6140  
Telephone: (845) 563-4624  
Fax: (845) 563-4624

## Comptroller's Office

To: Vendor  
From: Accounts Payable  
RE: Payment Information Form

Please complete the information below in order for us to expedite payments:

Vendor Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Name to appear on check: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SS# or Fed ID#: \_\_\_\_\_  
(Please be sure this is the # that corresponds with the name to appear on checks)

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_