



**City of Jackson, Mississippi**  
Vendor Information – Change Request Form  
Federal Tax ID: #64-6000-503

**Note on Vendor Self Service:** The City of Jackson has launched a [Vendor Self Service](#) portal online, which vendors can use to register and update information. If you have not signed up for Vendor Self Service, you may do so by visiting [selfservice.jacksonms.gov/vss/](https://selfservice.jacksonms.gov/vss/). You will need your Vendor ID # and either your SSN or FID # to complete the online registration process.

**INSTRUCTIONS – PLEASE READ CAREFULLY**

If you are seeking to change your vendor information, please complete this entire form and sign it. Please then submit your completed form to [vendorapp@jacksonms.gov](mailto:vendorapp@jacksonms.gov), along with any other necessary attachments. **If the name of your company is changing, along with your W-9 information, please complete an entirely new application and send an updated W-9.**

**FORM**

Vendor Name (required):

Vendor Number (required):

Please check the item item(s) to be changed and/or added and then fill in the required info:

New Legal Vendor Name (as on your tax form):

Vendor SSN (only for sole proprietorships & DBAs):

Taxpayer Identification Number (TIN) & Certification:

Address #1 (remittance address):

Address #2 (bid submission address):

Telephone #:

Fax Number:

Email Address:

Contact Person

Signature of Authorized Vendor Representative

Date of Change Requested:

## HELPFUL RESOURCES

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### Need Help? Contact the Vendor Helpline!

- Email: [vendorhelp@jacksonms.gov](mailto:vendorhelp@jacksonms.gov)
- Phone: 601-960-1025
- Hours: 8 am, 5 pm; Monday – Friday (excluding public holidays)

### Need More Information?

Visit [jacksonms.gov/purchasing](http://jacksonms.gov/purchasing)

### Want to Register Online Instead?

Visit [selfservice.jacksonms.gov/vss](http://selfservice.jacksonms.gov/vss)

### Looking for live bid opportunities? You have three options!

1. City of Jackson: <https://www.jacksonms.gov/bid-opportunities/>
2. Central Bidding: <https://www.centrauctionhouse.com/rfpc10376-city-of-jackson.html>
3. State of Mississippi: [https://www.ms.gov/dfa/contract\\_bid\\_search/Bid?autoloadGrid=False](https://www.ms.gov/dfa/contract_bid_search/Bid?autoloadGrid=False)