



## Change Vendor Request Form

Please provide the following information to request a new vendor or change to a current vendor. All requests should be submitted by the requester to [APSetup@Scholastic.com](mailto:APSetup@Scholastic.com). A Form W-8 or W-9 must be attached (not refund or tax vendors). If any information is omitted the form will be rejected.

Vendor Information	
Vendor Name and Number	
Physical Address	
Vendor Contact Name and Title	
Vendor Contact Email	
Vendor Phone Number +[country code][area code][phone number]	
Supplier Portal Access (web-based workspace to view and upload invoices and view purchase orders)	
Supplier Portal Contact Name	
Supplier Portal Contact Email	
Supplier Portal Contact Phone Number	
Payment Information	
Remittance Payable Name (check or beneficiary name)	
Remittance Address	
Remittance Email	
Remittance Phone Number (Virtual Card only)	
<b>Payment Type</b> <input type="checkbox"/> Virtual Card (preferred for non-royalty US vendors) <input type="checkbox"/> ACH/Direct Deposit <input type="checkbox"/> Check <input type="checkbox"/> Wire (foreign vendors only)	
<b>ACH/Direct Deposit*:</b> <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account Bank Name: _____ Bank Account #: _____ Routing #: _____ <b>*Must attach a voided check or bank statement or bank letter with name and full account number.</b>	
<b>Wire (foreign vendors only)**:</b> Bank Name: _____ Bank Address: _____ Beneficiary Account Name: _____ Bank Account #: _____ Swift #: _____      IBAN # or Clabe (MX): _____ <b>**Must attach a bank letter.</b>	
Payment Terms	