



STATE OF NEVADA VENDOR REGISTRATION

The following MUST complete a State of Nevada Vendor Registration:

- First time NAC grantees
- Previous NAC grantees who have not received funding in the past 2 years
- Previous NAC grantees with new bank or address information

If you are unsure if you fall into one of the categories above, check your vendor status by calling “Vendor Database Services” at the NV State Controller’s Office at (702) 486-3895.

All Nevada Vendors MUST now use Direct Deposit. Enter your information under “Electronic Funds Transfer” and include a copy of voided check with your correct address (if you do not have checks, a signed letter restating all bank information must be provided, see item #4 on Vendor Form for more information).

OPTION A: REGISTER ONLINE (Preferred)

- Register online at the Nevada State Controller’s Office website below:
<http://controller.nv.gov/Buttons/ElectronicVendorReg/>
- Forward your confirmation e-mail to grants@nevadaculture.org so we can track your registration

OPTION B: DOWNLOAD AND E-MAIL VENDOR FORM

- Download the vendor form at the link below:
http://controller.nv.gov/uploadedFiles/controller.nv.gov/Content/VendorDB/KTLVEN-01_Registration_Substitute_IRS_Form-W-9.pdf
- Fill out the form and include a copy of a voided check/signed letter
- E-mail the form and voided check/signed letter to grants@nevadaculture.org

Please note, after registration your vendor number will not be sent to you. NAC staff will pull your vendor number from the state’s database and fill it in on your Cash Request Form(s).