

## STATE OF NEVADA VENDOR REGISTRATION

**The following MUST complete a State of Nevada Vendor Registration:**

- First time Nevada Arts Council grantees
- Previous Nevada Arts Council grantees who have not received funding in the past 2 years
- Previous Nevada Arts Council grantees with new bank account details or updated mailing address

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.

### DIRECTIONS TO REGISTER FOR A VENDOR NUMBER:

1. The preferred, most secure method of registering as a vendor is by completing the form online.  
**ELECTRONIC VENDOR REGISTRATION:** <http://controller.nv.gov/Buttons/ElectronicVendorReg/>
2. The following is required to complete the electronic vendor registration form:
  - Legal Business Name or Individual Name
  - Mailing Address
  - Email Address
  - Phone Number
  - Tax ID Number: Employer Identification Number (EIN) or Social Security Number (SSN)
  - Per NRS 227, all payees must be paid via electronic funds transfer (EFT) or direct deposit. Therefore, bank account information is required for a vendor to receive payment. One of the following must be attached in PDF format:
    - A voided imprinted check  
OR
    - Bank information on a signed letter (companies must use letterhead or provide a letter from their bank). The letter must include the vendor's name, bank name, account type (checking or savings), routing number, and bank account number.
3. If your submitted form does not follow the requirements, an email notification will be sent to you from the Nevada State Controller’s Office.
4. Please allow at least 10 business days for a vendor number to be assigned.
5. If you have questions regarding the vendor registration process, call Vendor Services at (702) 486-3895 or email at [vendordesk@controller.state.nv.us](mailto:vendordesk@controller.state.nv.us).