# **New Firm/Vendor Request Form**

## New Addition Detail

**The Client will provide details for the new firm or vendor to be added.**

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| --- | --- |
| **Firm’s Name:** | Click or tap here to enter text. |
| **Mailing Address:** | Click or tap here to enter text. |
| **Primary Contact Name:** | Click or tap here to enter text. |
| **Primary Contact Phone Number:** | Click or tap here to enter text. |
| **Primary Contact Email Address:** | Click or tap here to enter text. |

* **Please provide a copy of the W-9**
  + Firm/Vendor Number or Code (*if applicable*):

Acuity will reach out to the Primary Contact for the firm. Once the firm has provided all required information, the firm will be added to Acuity. Login credentials will be sent to all new users. Existing users will continue to use their current login information and switch between client sites.

The Client will be notified that the new firm has been added.