

Instructions for Completing the Vendor Information Form

The Texas Health and Human Services Commission Vendor Information Form (VIF) is required for every new contract, amendment, renewal, and extension. The instructions for completing the VIF are described below.

Section 1: Contractor’s General Information

Legal Contractor’s Name	Insert the legal name of the entity, agency, or individual choosing to contract with HHSC.
Legal Doing Business As (DBA) Name	Place the legal “Doing Business As” name in this block as appropriate.
Remit to (Payment) Address:	List the address of the entity, agency, or individual for any payments issued that may be issued.
Enter one of the following:	Check or fill in only one box and add the number requested for a Texas Identification number, Federal Employer Identification Number, or Social Security Number.
Select the Legal Status	Check or fill in the box for the appropriate status for your entity.
Select the Business Structure	Check or fill in one box that describes the structure of your business. If Partnership is selected, provide each partner’s name and social security number.
If applicable, enter appropriate information	Indicate the State of Incorporation; Texas Charter Number, and name of Parent Entity, if applicable for your entity.

Section 2: Contractor’s Contact Information

Person Who will Sign the Contract	Provide the Name, Title, Mailing Address, Telephone, Fax number, and E-mail address for the person who is signing the contract.
Point of Contact for Contract	List the Name, Title, Mailing Address, Telephone, Fax number, and E-mail address of the person who is designated as the single point of contact for the contract.

Section 3: Contractor’s Authorized Signature (or HHSC Contract Manager)

Printed Name	Print the name of the person listed in Section 2 with signature authority for the contract.
Signature	The person with signature authority for the contract signs this section also.
Date	Provide the date the document was signed.
Phone Number	List the phone number for the individual signing the document.

Submit **one signed copy** along with the entity's remaining participation documents.

