

INFORMATION ESSENTIAL FOR INVOICE PAYMENT FOR FIRMS HAVING NEVER BEEN A PRIME

If you have been selected for performing services for TDOT, you **must promptly** provide the following information to set up your **vendor file data** for invoice payment purposes:

1. Your **Employer Identification Number (EIN)**, also known as **Federal Tax Identification Number (FTIN)**.
2. The **address** to which your invoice payments should be mailed or electronically transferred.
3. The name of a **contact person** in that office and corresponding **phone number**.

Please send this information to:

Mr. Don Trotter
TDOT Finance Office
Suite 800, James K. Polk Bldg.
Nashville TN 37243-0329
Phone: **(615) 253-4281**

If the **address of your billing office** changes, you must inform our **Finance Office** of this change in writing on your **old letterhead**. You should submit this notification by fax or mail to:

Mr. Boutros S. Erian
TDOT Finance Office
Suite 800, James K. Polk Bldg.
Nashville TN 37243-0329
Phone: **(615) 253-4276**

If you are already under contract with TDOT and your company name changes, please see the appropriate section at <http://www.tdot.state.tn.us/ConsultantInfo/Forms.htm> and follow the instructions to update your prequalification form. For assistance, please call (615)741-4460.