



LEMOYNE GARDENS  
DEMBY TERRACES  
TWIN TOWERS  
CANTERBURY ESTATES  
PARKSIDE ESTATES

4500 INKSTER ROAD INKSTER, MICHIGAN 48141

PHONE: (313) 561-2600 FAX: (313) 561-2893

Aaron Cooper  
EXECUTIVE DIRECTOR

The primary contact and billing information provided below will be used to process payments for services and/or good rendered to our agency. Please complete the required fields to process set-up of your company as a vendor with our agency.

Please be advised that all purchases made on behalf of our agency are tax exempt. Invoices submitted for payment should **not** include sales tax. Michigan Sales and Use Tax Certification of Exemption will be provided upon request.

## ACCOUNT INFORMATION FORM

### Company Primary Contact Information

Company Name:

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DBA (If applicable):

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Primary Contact:

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Title:

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Address:

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Address 2:

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City/State/Zip:

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Phone:

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Fax:

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E-mail:

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### Billing Contact Information

Company Name:

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DBA (If applicable):

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Primary Contact:

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Title:

---

Address:

---

Address 2:

---

City/State/Zip:

---

Phone:

---

Fax:

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E-mail: \_\_\_\_\_  
\_\_\_\_\_

## Company Information

**DUNS #:** \_\_\_\_\_  
**FEIN #:** \_\_\_\_\_ Please include a completed W-9  
**State Tax ID:** \_\_\_\_\_

**Vendors are required to obtain a purchase order prior to beginning any services with Inkster Housing Commission. Payment terms are NET 30. Does your company require another payment method?  Yes  No**

If yes, please provide company's payment requirements

**Are you a Section 3 Business Concern as defined in 24 CFR 75?  Yes  No**

NOTE: Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992 (Section 3), contributes to the establishment of stronger, more sustainable communities by ensuring that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs are, to the greatest extent feasible, directed toward low- and very low-income persons, particularly those who receive government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons. In accordance with statutory authority, HUD is charged with the responsibility to implement and enforce Section 3. For more information regarding Section 3, please visit HUD's website at [https://www.hud.gov/program\\_offices/field\\_policy\\_mgt/section3](https://www.hud.gov/program_offices/field_policy_mgt/section3)

If yes, place check the box next to the statement(s) which describe(s) your Section 3 qualifications

- 51 percent or more owned and controlled by low- or very low-income persons
- 51 percent or more owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
- Over 75 percent of the labor hours performed for the business over a three-month period are performed by Section 3 workers.

I understand that I may be required to provide proof of Section 3 business concern status and agree to provide such data.

Please check all that apply. For any status, please provide proof of status.

**The company is a Minority Business Enterprise (MBE)  Yes  No**

**The company is a Women Business Enterprise (MBE)  Yes  No**

I certify that the information provided is true to the best of my knowledge and belief.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name



Inkster Housing Commission | 4500 Inkster Rd. | Inkster | MI | 48141

April 1, 2022

Inkster Housing Commission. would like to invite you to participate in our ACH Payment program. The transition to ACH payments will begin April 1, 2022. In lieu of receiving a check for goods and/or services provided to Inkster Housing Commission, your company's payment would be sent via electronic transfer and automatically credited to your account at your financial institution.

Please continue to invoice Inkster Housing Commission as usual. Once Inkster Housing Commission approves and processes your invoice for payment, an electronic remittance advice will be emailed to your company and your bank account will be credited. The remittance advice would include statement-type information such as invoice number, invoice date and amount paid.

If you elect the ACH Payment option, please complete the banking information below and email [inksterap@inksterhousing.org](mailto:inksterap@inksterhousing.org).

If you opt out of the ACH Payment program, you may discard this notice. Inkster Housing Commission will continue to mail checks for payment. The ACH Payment program has proven to be an efficient and cost-effective mechanism for making payments, for increasing payment security and for eliminating the two-to-three-day transit time for mail.

Thank you,  
Inkster Housing Commission Finance Department

**Vendor Banking Information:**

Routing Transit number (ACH) \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Email Remittance notification to: \_\_\_\_\_

**Return this form via email to: [inksterap@inksterhousing.org](mailto:inksterap@inksterhousing.org)**

## **INKSTER HOUSING COMMISSION**

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PHONE: (313) 561-2600 FAX: (313) 561-2893



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## **Methods of returning your Account Information Form with W-9**

### **IHC Insurance Requirements**

Unless otherwise notified by the Inkster Housing Commission, in addition to this vendor packet and the W-9, below are the insurance requirements your company will need to provide to Inkster Housing Commission:

- Commercial General Liability - \$1,000,000 for each occurrence
- Damage to Rental Premises - \$50,000 for each occurrence
- Medical Expenses - \$5,000 for any one person at a minimum
- Personal and Advertising Injury - \$1,000,000
- General Aggregate - \$1,000,000
- Products and Completed Operations Aggregate - \$1,000,000
- Workers Compensation Insurance for contractors that hires employees.

Additionally, the Inkster Housing Commission will need to be added as an additional insured on your Liability insurance.

### **Return by Email**

You may scan your completed Account Information Form, W-9, Insurance documents and any supporting documents and send via email to [inksterap@inksterhousing.org](mailto:inksterap@inksterhousing.org)

Please send all inquiries to [procurement@inksterhousing.org](mailto:procurement@inksterhousing.org).