



MGE Vendor Contact Sheet

Please complete this form and send to MGE's Accounts Payable Department at your earliest convenience for easy invoice and payment processing.

MGE Accounting Contact Information:

AP Email: ap@mgeunderground.com

Phone: 805-238-3510

Fax: 805-238-1975

Address: P.O. Box 4189, Paso Robles CA 93447

**Please send all invoices as soon as possible, and a monthly statement or confirmation of a 0 balance to our AP email before the 5th of each month.*

VENDOR INFORMATION

Company: _____

Accounts Receivable Contact: _____

Accounts Receivable Phone #: _____

Accounts Receivable Fax #: _____

Accounts Receivable Email: _____

MGE Account/Customer #: _____ Terms: _____

Remit To Address: _____

Do you accept payment by credit card? Yes___ No___

If Yes, is there a processing fee? Yes___ No___

Invoice Delivery: Email___ Mail___ Fax___ (Please Email if Possible to AP@mgeunderground.com)

Does your system automatically generate and send a statement? Yes___ No___

If so, what is the delivery method and date generated? Email___ Mail___ Fax___ Date: _____

If the account has a zero balance, does your system still send a statement? Yes___ No___

****If applicable, please forward the following current information to our office at your earliest convenience. As a standard policy, please note that your payment may be delayed if we do not receive all the requested information.**

- W-9 Form