



**BIDDER LIST MAINTENANCE FORM**

Please complete this form and fax it to NYC Transit's Solicitation Management Unit at 646-252-6144. The information requested on this form is essential for placement or removal from NYC Transit's bidder list(s). Failure to complete this form in its entirety may result in the rejection of your request. Please contact us at Vreplies@nyct.com with any questions related to this form's requirements.

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NYC Transit Vendor Number

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Federal Tax ID #/EIN


Vendor Company Name

**BIDDER LISTS UPDATE**

Please indicate the bidder list you want your company added to or deleted from. You must reference the NYC Transit Bid List Codes for Material (<http://www.mta.info/nyct/procure/pdf/matcodes.pdf>) and NYC Transit Bid List Codes for Service (<http://www.mta.info/nyct/procure/pdf/svccodes.pdf>) for the bid list(s) when requesting to be added to a bidder list. Please limit your submission to ten material and ten service bidder lists.

**MATERIAL**

**SERVICE**


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**Authorization**

Please print name and title: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_