



STATE OF NEVADA VENDOR REGISTRATION

The following MUST complete a State of Nevada Vendor Registration:

- First time NAC grantees
- Previous NAC grantees who have not received funding in the past 2 years
- Previous NAC grantees with new bank account details or updated mailing address

If you are unsure if you fall into one of the categories above, check your vendor status by calling “Vendor Database Services” at the NV State Controller’s Office at (702) 486-3895.

DIRECTIONS TO REGISTER FOR A VENDOR NUMBER

1. The preferred, most secure method of registering as a vendor is by completing the form online.
ELECTRONIC VENDOR REGISTRATION: <http://controller.nv.gov/Buttons/ElectronicVendorReg/>
2. **IMPORTANT:** All Nevada Vendors must now use Direct Deposit. On the online form, enter your bank information under “Electronic Funds Transfer” and include a copy of voided check with your correct address (if you do not have checks, a signed letter restating all bank information must be provided, see item #4 on Vendor Form for more information).
3. Upon submission you will receive a confirmation email from DocuSign. Forward that e-mail to grants@nevadaculture.org so we can track your registration.
4. If your submitted form does not follow the requirements, an email notification will be sent to you from the Nevada State Controller’s Office.
5. Please allow 10 business days for a vendor number to be assigned.
6. If you have questions regarding the vendor registration process call Vendor Services at (702) 486-3895 or email at vendordesk@controller.state.nv.us.