

AG-243 (4/19)  
Texas A&M Agrilife Administrative Services -  
Banking and Receivables

**Customer Information Form**  
Substitute W-9



**Agrilife Learn-Customer Information**

**Customer Information:**

Customer/Company Name: (First, Middle, Last) Clay County, Texas  
Federal ID Number OR Social Security Number: 756000861  
Address: 214 N Main St.  
City: Henrietta State: Texas Zip: 76365  
Contact Person: Sasha Kelton Email: ccclerk@claycountytexas.com  
Phone: 9405384631 Fax: 9402644160  
Customer Representative Signature: *Sasha Kelton*  
Title: County Clerk Date: 9/6/2019

This form must be completed in order to extend credit and allow our customers to pay for goods/services at a later date. PAST DUE INVOICES ARE SUBJECT TO BEING REPORTED TO THE STATE COMPTROLLER AND/OR A COLLECTION AGENCY. A FEE WILL BE APPLIED TO ALL RETURNED CHECKS.

Privacy Notice: State Law requires that you be informed of the following: (1) You are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

Unless otherwise instructed, please send completed forms according to the methods below:

**EXTERNAL CUSTOMERS**

Address: Texas A&M Agrilife Administration Services  
Attention: Agrilife Learn  
Suite 300 MS 2112  
College Station, TX 77843-1945  
Fax: (979) 845-1945 Email: <mailto:coursepurchases@agr.tamu.edu>

Click here to obtain a copy of Texas A&M Agrilife Extension Service W-9, if needed.

Fiscal office use only:

Scanned initials: \_\_\_\_\_ Date: \_\_\_\_\_ Agrilife Assigned Customer Number: \_\_\_\_\_