

# Le Roy Central School District

Merritt Holly, Superintendent of Schools  
mholly@leroycsd.org

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**Board of Education**

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**2-6 Trigon Park**  
**Le Roy, New York 14482**

Phone (585) 768-8133  
Fax (585) 768-5505

January 11, 2019

Re: Vendor information

To Whom It May Concern:

We are asking for your cooperation in completing the enclosed form W-9 and vendor information sheet.

Please complete the enclosed form W-9 and the vendor information sheet so that we may add or update our records as needed. Once you have completed the forms, please either mail the forms, fax them to (585) 768 – 5525, attention Charlene Tesch or send them via email to ctesch@leroycsd.org.

If you have any questions, please direct your calls to Ms. Miranda Wirth, Accounts Payable, at (585) 768 – 8133 ext 1104 or Ms. Teresa McMullen, District Treasurer, at (585) 768-8133 ext 1415. Thank you for your cooperation with this matter.

Sincerely,



Teresa McMullen,  
District Treasurer