



A good mind. A good heart. A strong fire.

# Licensing Department

P.O. Box 365  
Oneida, WI 54155  
(920) 496-5311

Fax: Attn: Licensing (920) 496-7491

TO:  
FAX #:  
DATE:  
SUBJ: Vendor License Application

**\*\*\* This License is not needed to put in a bid for the Oneida Tribe \*\*\***

Attn: Vendor Licensing Department

Per your request, the Oneida Nation's annual vendor license application is being sent to you.  
**Our office will need the following to complete the set-up process:**

- **Completed Annual Vendor Application**
- **Completed Vendor Information Form**
  - Please note this form must be completed and signed for acceptance
- **Completed W-9**
- **Annual Licensing fee of \$75.00 (payable to: Oneida Licensing)**
- **Certificate of Insurance**
  - The standard certificate of insurance should include a minimum of \$1,000,000 in general or professional liability; and \$500,000 in auto coverage.
  - Statutory worker's compensation coverage (if applicable).
  - **The certificate holder must read Oneida Nation, Attn: Risk Management, PO Box 365, Oneida, WI 54155. We require that the Oneida Nation is listed as an Additional Insured. A copy of your policy endorsement adding the Oneida Nation as Additional Insured is required with the certificate. If additional coverage or limits are required, you will be notified.**
- **(Optional) ACH Direct Deposit Authorization form**

If you have questions regarding insurance coverage please contact Lisa Moore in Risk Management via email [LMoore@oneidation.org](mailto:LMoore@oneidation.org) or by phone (920) 490-3512.

**Vendor licenses will not be issued until ALL information and documents are received.**

Once your vendor application has been approved, a Vendor License Certificate listing your vendor number will be mailed/mailed to you. If you have any questions, please contact the Licensing Department at (920) 496-5311.

Sincerely,

Tonya Webster, Licensing Administrator  
[TWebster@Oneidation.org](mailto:TWebster@Oneidation.org)

**Mailing Address:** Attn: Oneida Licensing ♦ PO Box 365 ♦ Oneida WI 54155  
**Overnight Mailing Only:** Attn: Oneida Licensing ♦ 909 Packerland Dr ♦ Green Bay WI 54303