



**Sara Lee Frozen Bakery:
Accounts Payable Information &
Vendor Set-Up Form**

Sara Lee ACCOUNTS PAYABLE:

Accounts Payable Supervisor:	Angela Alsup
Phone Number:	630-282-9892
Email:	aalsup@saraleefb.com
All invoices should be sent to the general email box for processing	
Email Invoices to: accountspayable@saraleefb.com	

Please submit a copy of the current W-9 along with the completed Vendor Set-up form:

COMPANY INFORMATION:

Company Name:
Parent Company (if any):
Street Address:
City / State / Zip:
Fed ID#:
Payment Terms:
Website:
Main Company Phone #:
Contact Name:
Contact Email & Phone:

BANKING INFORMATION:

Bank Name:
Account Name:
Account Type:
Routing Number:
Account Number:
***Please Note All vendor payments are made via ACH**