



# MEMORANDUM

MEMO TO: All Authorized Utah WIC Vendors

FROM: JoDell Geilmann-Parke  
Vendor Coordinator  
Utah WIC Program

DATE: August 15, 2021

MEMO #: FY 2021-03

SUBJECT: **Vendor Agreement Renewal-Immediate Action Required**

Vendor Agreement renewals are due for ALL authorized Utah WIC vendors. The updated agreement reflects the numerous changes that have occurred since Utah's rollout to EBT. If you have any questions regarding these changes, contact the State Office.

Please complete the attached agreement and return to the State Agency **no later than September 15, 2021**. Attached with this memo is a PDF fill-in form. You will also be able to access the Vendor Agreement on our website at: <http://wic.utah.gov/vendors/vendor-agreement> . If possible, please complete the form electronically. If necessary, you may print the form and complete it manually. (Tip for completing a PDF fill-in form: Save the blank form to your computer. Reopen the form and enter your data. Save the form, checking to ensure your data is retained.)

After completion of the Vendor Agreement, send your form as an email attachment to: [wicvendors@utah.gov](mailto:wicvendors@utah.gov). If necessary to complete the form manually, you may scan your form and attach to the email. If you need to submit a paper copy, please mail via USPS to:

Utah WIC Program  
Attn: Vendor  
Coordinator PO Box  
141013  
Salt Lake City, UT 84114-1013

If there are any questions or concerns please contact JoDell Geilmann-Parke at 1-877-WIC-KIDS or via email at [wicvendors@utah.gov](mailto:wicvendors@utah.gov). We value the partnership that we have with your store!

cc: Local WIC Clinic Director, Local WIC Clinic Vendor Coordinator