

## Thurston County Auditor-Financial Services, Vendor Information Instructions

The term “Vendor” refers to an individual or business that receives payments from Thurston County. Our Vendor Information Account Form is to be used for Vendors to indicate how they would like to receive payments and help Thurston County meet IRS W-9 requirements.

It is important that we receive complete and accurate information. We cannot process any form that is not complete, please be sure to read and follow these instructions carefully.

### STEP 1: Is this a NEW ACCOUNT or CHANGES to an existing ACCOUNT?

Select NEW ACCOUNT if:

- You are a new Thurston County vendor.
- You are changing an EIN (Employer Identification Number) or SSN (Social Security Number) of an existing vendor account.

Select CHANGE to EXISTING ACCOUNT for other changes to an existing account and check the items that have changed. Be sure to **COMPLETE the ENTIRE form**, even if you are only changing one item. This will help us keep your account up to date and accurate. If you know your current Vendor Account Number, you may enter it on the form.

### STEP 2: Enter information about the vendor and contact person

**Legal Name of Vendor** - enter the name as it appears on federal tax forms.

**Business name** - enter a different business name (DBA), if used.

**Mailing address** – enter the PO Box or street address where you want information sent to you. If you choose to have payments mailed to you, this is the address where they will be sent.

**Submit additional payment remit address information on a separate page** if applicable.

**Discounts** – mark YES or NO to let us know if you offer early pay incentives and/or discounts.

**Contact Person** – the person we can contact with questions about your account.

**Contact Telephone Number** – phone number for the contact person named.

**Email to receive payment information** – the email address we should use to communicate with you regarding payments.

- We will use is email address to notify you when your payment has been processed, if you have signed up for direct deposit.

### STEP 3: Select Payment Option

Indicate if you want to receive your payments via Direct Deposit or via US Mail.

#### STEP 4: For Direct Deposit, complete all fields and sign

**Financial Institution name, phone number & address** – enter the name, phone number and address of the financial institution where you want your funds deposited. This **must be a US Institution**.

**Routing number** – enter the 9 digit Bank Identification Number assigned by the American Banking Association. The routing number is the first 9 digit number at the bottom of your check.

**Account number** – enter your bank account number, it usually follows the routing number on the check.

**Account type** – mark the kind of account your payment will be deposited into. If you do not make a selection, funds will be transferred into the checking account.

**Authorization Signature** – a person whose signature is on file with your bank must review the agreement and sign to allow payment by direct deposit. This signature can be original or electronic.

#### STEP 5: Complete and sign the Request for Taxpayer Identification Number (W-9)

A completed W-9 form must be submitted to Thurston County Auditor – Financial Services Division to be set-up for payment processing and/or to make any changes to an existing vendor account.

1. **Legal name of payee** – enter the name as it appears on federal tax forms.
2. **Business name** - enter a different business name (DBA), if used.
3. **Check one box for your IRS reporting type** – select ONLY one box to indicate how you are registered with the IRS to do business (individual, corporation, non-profit, etc)
4. **Check one box to indicate if your business is medical or legal** – select the appropriate box if your business is medical or legal regardless of your IRS reporting type above.
5. **Mailing address** – enter the physical or PO Box where you want to receive IRS returns.
6. **City, State and ZIP code** – enter the information for the mailing address above.
7. **Taxpayer Identification Number** – enter the Employer Identification Number (EIN) **or** Social Security Number (SSN) you use with the IRS for the legal name entered. **DO NOT ENTER BOTH.**
8. **Signature** – review the certification and sign the W-9 form. This signer must be a representative of your business and a US person. This signature can be an original or electronic.

#### STEP 6: Submit Completed Form

Please submit both pages of your completed form by fax or by mail to Thurston County Auditor – Financial Services Division.