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Instructions to complete W9 & Direct Deposit forms for New Vendors

These forms should only be completed by 1 person and needs to be same person on both forms.

W9 form - You only need to complete the following items with this information:

Line 1 – Your Name

Line 3 – check box for Individual (or as appropriate for corporate entity)

Line 5 – Street Address

Line 6 – City, State & Zip

Part I- Your social security number

Part II – Your signature and current date

Direct Deposit form – Must be accompanied by a W-9 form.

Top Portion – check the box for **New Enrollment** –you do not need to complete any banking information here.

Section 1 – Your name only, address and Social Security Number (Same as above)

Section 2 – complete “Type of Account” and list your banking information with: Name of Bank, routing and account number - Use the complete routing and account number even if longer that spaces provided

Section 3 – list email(s) for payment notifications or No Email if this is the case.

You must check box to agree and at “Authorized Signature line - Sign/date the form (Electronic signature cannot be typed) & complete phone number

Each item that you need to be complete, should be highlighted on your form copy.



Protecting our children, families and future