

Scott County Government Center Finance Department – Accounts Payable 200 Fourth Ave W Shakopee, MN 55379-1220

Welcome New Vendors. We are pleased to be doing business with you. To get started, we have a few forms that need to be completed:

- W9 Form We require this form to be completed and signed to set you up in our system. This is needed to release your payments. This is needed even if we don't issue you a 1099.
- Direct Deposit Form Please complete to receive payments electronically. It's a safer and faster way for you to receive payments from us. This is a preferred method of payment if you expect to receive more than two payments from us into the future.

Scott County is sales tax exempt as of 1/1/2014.	If you need the ST3 form,	email Accounts Payable to
get a copy.		
If you have any questions please contact		

or the Accounts Payable office at 952-496-8189. Email acpayable@co.scott.mn.us.

Scott County Direct Deposit (ACH) Vendor & Client Application Form

Company or Individual Legal Name	
Tax I.D. # (TIN/EIN) or Social Securi	ity #
Address	
City	State ZIP code
Contact Person	Phone #
Email Address (Required for	ACH notification & Remittance Advice)
Sank Information: Please star	ple a copy of a voided check to this form
rank intornation i roado otar	sio a copy of a volucia chicon to this form
me of Bank	
Routing Transit (ABA) Number: (9 0	Charactors)
Nouting Transit (ADA) Number. (9	onaracters)
	Pay to the order of:
	DOLLARS
	Acco Memo
	10000E789W: \$234.5E78P* 0101
	Routing/Transit Account Number Number
ease check one: Checking Accor	unt ———— Savings Account ————
_	-
count Holder's Signature	Date
sition (if applicable)	
_ , _	
Return To:	
Email: acpayable@co.scott.mn.us	Fax: 952-496-8832
Mail to:	00 Outstiews 0 O-11 Product of 0.50 400 0400
Scott County, Accounting Dept. #22	
Attn: Direct Deposit 200 Fourth Ave W.	or Sharon at 952-496-817
Shakopee, Minnesota 55379-1220	
Chanopee, miniesota 55575-1220	

What is Direct Deposit?



Direct Deposit is just what the name implies. Your payment is deposited directly into your chosen bank account. You will have the funds available to you sooner and there is no worry about lost or stolen checks.

You can choose the account you want it deposited into, either your checking or savings account. The choice is up to you.

What do you need to do to get started on Direct Deposit?

All you have to do is fill out the **Vendor & Client Direct Deposit form** on the back side of this brochure, and email, fax, or mail to Scott County.

We will update your payment information, which may take a few days if there are questions.

What is the process involved in getting a payment?

After you send your invoice or request for payment to Scott County, the department will approve it and send the request to Accounts Payable to be paid.

Instead of creating a paper check that has to be handled by many people before it gets to your mailbox, your payment is directly deposited into your chosen bank account.

An email is then generated and sent to the email address you provide, with an attachment that outlines the detail of the payment (i.e. invoice numbers, description of service provided, dollar amounts, and total payment amount).

You should be able to see that deposit in your bank account the next day.





Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Che following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	
e. ins or	Individual/sole proprietor or C Corporation S Corporation Partnership single-member LLC	☐ Trust/estate	Exempt payee code (if any)
t de la compa	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partners	ship) ►	
Print or type. Specific Instructions on page	Note: Check the appropriate box in the line above for the tax classification of the single-member ow LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the or another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any)	
cifi	Other (see instructions)		(Applies to accounts maintained outside the U.S.)
Spe		Requester's name a	nd address (optional)
See			
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		
Par	t I Taxpayer Identification Number (TIN)		
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avo	oid Social sec	urity number
reside	up withholding. For individuals, this is generally your social security number (SSN). However, for ent alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other es, it is your employer identification number (EIN). If you do not have a number, see <i>How to get</i>] - [] - []
TIN, la	ater.	or	
Treter in the deceant le in more than one hame, eee the met detiene le inite 1.7 tied eee 777 at 7 and and		nd Employer	identification number
Numb	per To Give the Requester for guidelines on whose number to enter.		-
Par	t II Certification		
Unde	r penalties of perjury, I certify that:		
2. I ar Ser	e number shown on this form is my correct taxpayer identification number (or I am waiting for a n not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) rvice (IRS) that I am subject to backup withholding as a result of a failure to report all interest o longer subject to backup withholding; and	I have not been no	otified by the Internal Revenue
3. I ar	m a U.S. citizen or other U.S. person (defined below); and		
4 The	PATCA code(s) entered on this form (if any) indicating that I am exempt from EATCA reporting	n is correct	

The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid,

Sign Here	Signature of	Date ▶	
		re not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, late	
acquisition	ı or abandonment of secu	property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, paymen	nts

General Instructions

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN). individual taxpaver identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,