

Cummins, Stephanie

From: Vendors <Vendors@auditor.in.gov>
Sent: Thursday, February 7, 2019 9:57 AM
Cc: Amber Borcherding; Greg Piersall (Auditor); Jessica Gillum; Kyla Bunn; Margo Ivory (Auditor); Mary Reilly; Matt Beck; Perette Phillips; Stephanie Cronley (Auditor); Taylor Oliver (Auditor); Courtney Everett
Subject: W9 and Direct Deposit Forms
Importance: High

Agency Accounts Payable Staff,


The Auditor of State (AOS) would like to provide the following information so agencies can assure vendor W-9 and Direct Deposit forms are filled out correctly and processed in a timely manner. Only forms that are completed fully and accurately will be processed by AOS.

Please review the following items before each form submittal:

W-9 Form:

- Must be the current version of the IRS [W-9](#) (Rev October 2018)
- Legal name, TIN, and legal entity must correspond with IRS records
- DBA names:
 - Should be placed on line 2.
 - Only one DBA per W9 form (This is not the agency name)
- Box 3 must be completed based off of the organization's Federal tax classification
- If adding a remittance address, please list in "Requester's name and address" box
- Address must be complete
- Provide only Social Security Number (SSN) OR Employer Identification Number (EIN), not both

Direct Deposit Form:

- Must be the current version of the [Direct Deposit Form Authorization Agreement \(SF#47551 R7 / 5-18\)](#)
-  Name matches name provided on W-9
- Address matches address provided on W-9
- If making a bank change, the full prior routing number and the full prior account number must be provided
- Valid Financial Institution, routing number, and account number are provided
- Email Address is required
- Signed and dated within the last 6 months

As a reminder, only vendors themselves are legally authorized to make changes to these forms. Agency personnel should not modify information on the W-9 or Direct Deposit form.

Your assistance in ensuring these forms are accurate and complete prior to AOS submission is greatly appreciated. If you have any questions or concerns please contact vendors@auditor.in.gov.

Thank you,



Mary Reilly, CPRS
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