

## **New Vendor Application and W-9 Instructions**

### **Vendor Application Form:**

- Name of Payee or Business – Complete exactly as your name appears on your bank account so that you will be able to cash your check.
- Your address – This is where checks should be sent.
- Payment Delivery Method
  - If you want to receive checks in the mail, check the CHECK box.
  - If you would like direct deposit, check the EFT box.
  - Be sure to provide your email address and phone number.
- Banking Information
  - If you would like to receive a check in the mail, there is no need to complete this section.
  - If you would like direct deposit, add your bank information.
- Signature is required

### **W-9:**

- Name and address – How your taxes are filed
- Signature is required