

Vendor and Employee W-9's

A W-9 is a Request for Taxpayer Identification Number and Certification form designed by the IRS. The form is available on the IRS website along with instructions on how to complete the form at www.irs.gov/FormW9. A blank copy of the form is also available internally on the www.PottCounty-ia.gov website under Auditor Department in the internal Accounts Payable info. You do have to be logged in with your employee credentials to access the form. A W-9 form is required for any vendor or employee payments issued by the Auditor's Account Payable department. The department requesting the payment is responsible for obtaining for form.

1. VENDORS

- a. Before a new vendor can be created in Tyler, a W-9 is required for the vendor to be set up.
 - i. If the vendor changes name, merges with another company or is bought by another company, a new W-9 is required. The new W-9 will determine if the existing vendor number can be update with new information or if a new vendor number will need to be created.
 - 1) Please let the Accounts Payable department know if the vendor is a current vendor that is changing names or being bought or merging with another company so we know to review the current vendor information and add notes in Tyler if the vendor is changing to another company.
- b. If an existing vendor does not have a W-9 on file, the claim will be rejected and cannot be paid until a W-9 is received for the vendor.
- c. The W-9 must be complete to be accepted (please have vendors see www.irs.gov/FormW9 for instructions if they question how to complete the form.) Below is just internal info to spot check a W-9 so is not rejected and to help ensure payment is not slowed down.
 - i. Line 1 must be completed with the legal name of the vendor. If this name is the remit name on the invoice line 2 should be blank. This name will be the main name in Tyler.
 - ii. Line 2 is only completed if the vendor has a business name other than their legal name or a disregarded entity (like a DBA or Doing Business as Name). If provided, this should be the remit name on the invoice and will be the DBA field in Tyler as well as the name the check is made payable to.
 - iii. Lines 5 & 6 should be completed. This address may not match the vendor's remit address. This must be a US address, if it is not, they may be a foreign vendor and would need to complete a different form than a W-9. Contact Accounts Payable if this happens.
 - iv. Part I under Taxpayer Identification Number (TIN) must have either the social security number or the employer identification number completed.
 - v. The Form must be signed.

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- d. If we have not paid a vendor in two years, the vendor will be made inactive. A new W-9 will be required to reactivate and pay the vendor. This is to ensure their information is correct and has not changed since we last paid them.

2. EMPLOYEES

- a. Because our Payroll system does not interface with the Accounts Payable system, a W-9 is required for any employee receiving a reimbursement through Accounts Payable. This does not mean the payment will be taxable.
 - i. This also mean if an employee changes their direct deposit information with Payroll, that Accounts Payable is **not** notified. Please make sure you submit changes in your direct deposit information to Accounts Payable too.
- b. A reimbursement claim cannot be processed without a completed W-9.
- c. Once the form is completed and put on file, while you are an employee, a new form will not need be completed unless there is a name change or change to your social security number.