



ATTN: Finance  
400 Boardman Ave. Suite 304  
Traverse City, MI 49684  
PH: (231) 922-4680  
Office Hours: 8am to 5pm, M-F

## Vendor ACH Payment Authorization Form

Please sign and return  
to Grand Traverse  
County Finance  
Department

Payments will be paid by ACH in lieu of a check. Please complete the following information and submit to Grand Traverse County Accounts Payable (liligard@gtcountymi.gov).

### Vendor/Payee Information:

Name:  Telephone Number:

Address:

Contact Person's Name (if other than payee):  Email Address:

### Bank Account Holder Information

Name on Account:

I, the bank account holder and authorized signer, certify that the information provided is correct, and I authorize Grand Traverse County to electronically deposit payments to the bank account designated below. It is my responsibility to notify Grand Traverse County Accounts Payable immediately if I believe there is a discrepancy between the amount deposited and the amount due to be paid. I understand that I must notify Grand Traverse County Accounts Payable in writing immediately of any changes in status or banking information. I understand that this authorization will remain in full force and effect until Grand Traverse County Accounts Payable has received written notification requesting a change or cancellation and has had a reasonable opportunity to act on it.

Name of Bank:

Bank Address  Phone Number

City, ST, Zip

Account Type: Checking ☐ Savings ☐

Bank Routing#  Account#

Authorized Signature  Date:

Print Name:

Please note: Once your account has been set up as ACH payment we will run a \$.01 prenote to confirm your account has been entered properly  
You will see \$.01 deposited into your account upon activation.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC    ☐ C Corporation    ☐ S Corporation    ☐ Partnership    ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

**4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):**

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)	
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(Applies to accounts maintained outside the U.S.)

**5 Address (number, street, and apt. or suite no.)** See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

**7** List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

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or

Employer identification number

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## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

## Sign Here

Signature of U.S. person ►

Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**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](http://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 taxpayer 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, later.*