

**VANDERBURGH COUNTY AUDITOR'S OFFICE**

1 NW M L KING JR. BLVD. ROOM 208

EVANSVILLE IN 47708-1832

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**VANDERBURGH COUNTY SUBSTITUTE FOR IRS FORM W-9**

**(FOR REIMBURSEMENTS or CONTRACTURAL PAYMENTS)**

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The following section is to be completed by the Vanderburgh County employee who is requesting the new vendor before mailing this form to the Vendor:

<i>To be completed by person who is requesting this new vendor:</i>	<i>To be completed by Bookkeeper in Auditor's Office:</i>	<i>To be completed when Vendor # is issued:</i>
<i>Name:</i>	<i>Approved By:</i>	<i>Vendor No:</i>
<i>County Dept:</i>	<i>Date:</i>	<i>Date:</i>

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This form is used by the Vanderburgh County Auditor's Office as a substitute for the W-9 Form. This form provides us with the information we require to enter an individual or a company in our computer system as a Vendor.

If this is a request for an employee who receives reimbursements only, neither the tax status nor the address is necessary. The address and social security number is mandatory for those employees who are receiving payment for services. They will receive a 1099MISC.

***Payment cannot be processed until this form is turned into this office and a vendor created.***

<i>EMPLOYEE NAME:</i>		
<i>STREET ADDRESS:</i>		
<i>CITY:</i>	<i>STATE:</i>	<i>ZIP:</i>
<i>DEPARTMENT:</i>		
<i>CONTACT PERSON (NAME &amp; TITLE):</i>		
<i>TELEPHONE:</i>	<i>FAX:</i>	
<i>EMAIL:</i>		

<i>TAX STATUS</i> <i>( for payment for services only)</i>
<i>Taxpayer Identification Number(SSN):</i>
<i>I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT:</i>
<i>SIGNATURE:</i>
<i>TYPED OR PRINTED NAME:</i>
<i>DATE:</i>