

VENDOR NUMBER _____
Entry Date _____ Initial _____
(County Use Only)

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HAMILTON COUNTY AUDITOR



HAMILTON COUNTY AUDITOR'S OFFICE
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VENDOR REGISTRATION FORM (Substitute Form W-9)

PLEASE SUBMIT THIS FORM TO THE HAMILTON COUNTY AGENCY WITH WHICH BUSINESS WILL BE CONDUCTED

Additional instructions provided on page 2

Vendor Information (Please print): Name and taxpayer ID as it appears on the vendor's federal income tax return:

Name/FEIN reported to IRS listed on EIN Assignment Letter (business) or Name/SSN listed on Social Security Card (individual)

Name (Business or Individual): _____

Federal Taxpayer ID Number (FEIN or SSN): _____

DBA – Business Name/disregarded entity name (if different from above): _____

Primary Mailing Address and Contact Information:

Street/PO Box: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone#: (____) _____ - _____

Contact Email: _____ Fax#: (____) _____ - _____

Remittance and Billing Information (if different from mailing address or contact information above):

Street/PO Box: _____

City: _____ State: _____ Zip: _____

Billing Contact Name: _____ Phone#: (____) _____ - _____

Billing Contact Email: _____ Fax#: (____) _____ - _____

() Agency: Enter type (S=State, F= Federal) ____
() Local Government () County Employee
Federal Tax Classification () Corporation () Partnership () Proprietor () Self
() Other - Please explain: _____
Vendor of: () Independent Contractor - OPERS Reportable
Specify Job Title of Independent Contractor: _____

Small Business? () Yes () No

Under penalties of perjury, I certify that I am exempt from backup withholding and/or FATCA reporting, and that the information shown on this form is correct to my knowledge. I am a U.S. citizen or other U.S. person as defined in IRS Form W-9 instructions.

Name/Title (if applicable) of person completing form: _____

Handwritten (non-typed) Signature: _____ Date: _____

FOR COUNTY USE ONLY

Approved as Hamilton County Authorized Vendor

Name: _____ Title: _____

Signature: _____ Dept. No.: _____ Date: _____

VENDOR REGISTRATION FORM/SUBSTITUTE W-9 INSTRUCTIONS

1. VENDOR INFORMATION

PRINT CLEARLY the name (business or individual) and taxpayer ID number (FEIN or Social Security Number) as it appears on the vendor's federal income tax return:

- For business: name/FEIN reported to IRS listed on the EIN Assignment Letter
- For individual: name/SSN listed on individual's Social Security card

Authorization as a Hamilton County vendor requires verification that this information matches Internal Revenue Service (IRS) records prior to processing payment to the vendor.

2. PRIMARY, REMITTANCE, BILLING ADDRESSES AND CONTACT INFORMATION

Complete primary mailing address and contact information to be used for correspondence and/or should general follow-up be necessary. The primary mailing address will be used for remittance and billing unless otherwise provided. Provide remittance and billing address and contact information, if applicable.

3. FEDERAL TAX CLASSIFICATION

Select the appropriate federal tax designation to assist us with processing annual IRS reporting, if applicable. We collect small business designation for informational purposes only.

4. VENDOR CERTIFICATION

Certification of the statement included on the form is required to meet IRS substitute form W-9 requirements.

A handwritten, non-typed signature is required. Forms submitted with typed or electronic signature will not be processed.

5. GENERAL INFORMATION

Submit completed form to the Hamilton County agency with which business will be conducted per their instructions. We will accept an original handwritten (non-typed) signed form or an emailed scan of a signed form.

Forms submitted with typed or electronic signature will not be approved.

Payment will be processed via check. Once authorized, vendors may apply to receive payment via EFT/direct deposit. Use the **Authorization Agreement for EFT/Direct Deposit of Vendor Payment** to apply for payment via direct deposit.

Please direct inquiries to the Hamilton County agency with which business will be conducted. Vendor registration approval requires 5-7 business days after receipt of completed IRS verified form.