

Accounting Stamp Here

Vendor Registration and Update, Taxpayer Identification Number Certification & Direct Deposit Authorization

TYPE OR PRINT NEATLY, CHECK THE APPROPRIATE BOX(S) BELOW. PLEASE REFER TO INSTRUCTION FOR MORE INFORMATION

NEW VENDOR REQUEST (Fill section 1,3,4,6,8,10,11,13,14) ADD Remittance Address (Fill section 1,3,4,6,9,11) ADD DBA/Trade Name (Fill section 1,3,4,7,10,11) ADD ACH Direct Deposit (Fill section 1,3,4,6,13,14)	CHANGE Legal Name (Fill section 1,2,3,4,5,11) CHANGE DBA/Trade Name (Fill section 1,2,3,4,5,6,7,11) CHANGE Primary Address (Fill section 1,3,4,6,8,11) CHANGE Remit Address (Fill section 1,3,4,6,9,11)	CHANGE ACH Direct Deposit (Fill section 1,3,4,6,12,13,14) CHANGE Entity Designation (Fill section 1,3,4,6,8,10,11) CHANGE TIN# (Fill section 1-11) – NOTE: Finance will assign a NEW Vendor ID# for accounting purposes
1) Taxpayer Identification Number (TIN#) (9-digits) SSN FEIN	2) NEW TIN# SSN FEIN Effective Date	3) Tax exempt License # (Optional) _____ - _____ - _____
4) Current Legal Name As Registered with IRS or SSA		5) NEW Legal Name As registered with IRS or SSA
6) Current DBA/TradeName Enter doing business as (DBA)		7) NEW-ADD DBA/Trade Name
8) Primary Address Official address where correspondence, payments, purchase orders, or 1099s should be sent Address Line Email City State Zip		9) Remittance Address Additional address to mail payments Same as Primary CHANGE Address Line Remittance Email City State Zip
10) ENTITY DESIGNATION (Check only one) <i>Required</i> Exempt Organization under IRC Section 501 C _____ Indian Tribe Government or Government Operated Entity Partnership General/Limited Estate or Trust Corporation/Professional Corporation Individual/Sole Proprietorship Liability Company taxed as: Single Member Sole Proprietorship Partnership Corporation S/C		
11) CERTIFICATION Under penalties of perjury, I certify that: 1. The number shown on this form is my correct tax payer 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 interests 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. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding		
Printed Name	Printed Title	Telephone Number ()
Signature	E-mail	Date (mm/dd/yyyy)
OPTIONAL DIRECT DEPOSIT (ACH)		
Warning: The Utah Transit Authority will not process International ACH Transactions (IAT). If any payment to you from the UTA will ever result in an IAT under National Automated Clearing House Association (NACHA) operating rules or if you are not sure if the rules apply to you DO NOT FILL OUT THIS SECTION OF THE FORM. The Utah Transit Authority will only setup ACH information for checking accounts.		
12) PREVIOUS BANKING INFORMATION		13) NEW BANKING INFORMATION
Bank Name		Bank Name
Bank Routing No. (9-digit ABA#)	Bank Account Number	Bank Routing No. (9-digit ABA#)
		Bank Account Number
14) I ACKNOWLEDGE the IAT warning and authorize the Utah Transit Authority to initiate direct deposit of funds to the account and financial institution indicated, and to recover funds deposited in error if necessary in compliance NACHA regulations. Please provide a copy of a voided check or letter from financial institution confirming banking information.		
Printed Name		Signature

Instructions for completing this form

This form substitutes for the IRS W-9 form. Complete this form if you will receive payment from the Utah Transit Authority. To comply with the International Revenue Service (IRS) regulations regarding 1099 reporting, the Utah Transit Authority is required to collect the following information to be completed on the Substitute W-9 form. The information collected on this form will allow the UTA to confirm that our records contain the official name of your business, the Tax Identification Number (TIN) that the IRS has on file for your business and business type.

Check the appropriate box(S) that this form is to be utilized and fill in the corresponding section(s) indicated next to the box(s) checked.

- 1) **Taxpayer Identification Number (TIN#)** Is always a 9-digit number. Provide the Social Security Number (SSN) assigned by the Social Security Administration (SSA) or the Federal Employer Identification Number (FEIN) assigned to the business or other entity by the International Revenue Service (IRS). Check the appropriate box to indicate if you are providing an SSN or FEIN.
- 2) **New TIN#** Provide the new number assigned by the SSA or the IRS and enter the effective date of change.
- 3) **Tax exempt License #** (Optional) is a number that is provided by the Utah State Tax Commission.
- 4) **Current Legal Name** When changing name, enter the current legal name. As registered with the IRS or Social Security Administration.
- 5) **New Legal Name** Enter the new legal name. As registered with the IRS or Social Security Administration.
- 6) **Current DBA/Trade Name** Individuals leave blank. Sole Proprietorships: Enter DBA (doing business as) name. All other: Complete only if business name is different
- 7) **New-Add DBA/Trade Name** Enter the name of the new or additional doing business as.
- 8) **Primary Address** Where correspondence, payment(s), purchase order(s), 1099s and emails should be sent. If primary has changed check the box that indicates "CHANGE."
- 9) **Remittance Address** Where payment(s) and emails should be sent if different from primary address. If address has changed check the box that indicates "CHANGE"
- 10) **Entity Designation** Check ONE box which describes business entity. For LLC entities, you must check the type of LLC.
- 11) **Certification** By signing this document you are certifying that all information provided is accurate and complete. The person signing this document should be the partner in the partnership, an officer of the corporation, the individual or sole proprietor noted under legal name above, or the Utah Transit Authority Employee for which the vendor account is established.
- 12) **Previous Banking Information** Provide the complete banking information previously listed with the Utah Transit Authority.
- 13) **New Banking Information** Provide the NEW Banking Information.
- 14) **I Acknowledge** Print name and sign to acknowledge the IAT warning and to authorize the Utah Transit Authority to initiate direct deposit of funds to your financial institutions provided.

Optional Direct Deposit (ACH) You may elect to receive payments from the Utah Transit Authority through Automated Clearing House direct deposit. Please provide the Bank Name, Bank Routing Number (9-digit-ABA) and Bank Account Number. The Utah Transit Authority will only setup ACH information for checking accounts. **Please provide a copy of a voided check or letter from your bank confirming the banking information you are providing.** UTA accounts payable may call pre-established contacts at your company to verify your participation in ACH prior to establishing your account.

Privacy Act Notice 26 US code § 6109 requires you to furnish your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and other certain income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an IRA. The IRS uses the TIN for identification purposes and to help verify the accuracy of your tax return. You must provide the TIN whether or not you are required to file a tax return. Payers must generally withhold a percentage as determined by the IRS of taxable interest, dividend, and certain other payment to a payee who does not furnish a TIN to a payer. Certain penalties may apply.