



# FISCAL SERVICES REGISTRATION PACKET



FISCAL SERVICES DIVISION  
2100 PONTIAC LAKE ROAD  
WATERFORD MI 48328-0403

In order to process payments from Oakland County, each payee/vendor must be on the Master Vendor List. Please complete and return the attached Vendor Registration form and the Request for Taxpayer Identification Number and Certification (Form W-9) to the following address

**OAKLAND COUNTY FISCAL SERVICES DIVISION  
BUILDING 41 W - 4TH FLOOR  
2100 PONTIAC LAKE ROAD  
WATERFORD MI 48328-0403**

If you would like your payment(s) made to you electronically, please complete and return the ACH VENDOR REGISTRATION FORM - Electronic Funds Transfer (EFT) on page 5.

### **INSTRUCTIONS**

Please type or print clearly the information on the Registration form.

#### **INCOMPLETE REGISTRATION FORMS WILL BE DISCARDED**

#### **1. TAX IDENTIFICATION NUMBER:**

This is your nine digit Tax Identification Number. Enter the number that is used when reporting tax earnings as shown on the Request for Taxpayer Identification Number and Certification (Form W-9) included in this packet. This may be your Federal Employer Identification Number (FEIN/TIN), or your social security number (SSN). If you are a sole proprietorship, you should enter your social security number.

#### **2. BUSINESS/INDIVIDUAL NAME AND ADDRESS:**

Enter your company (or individuals) legal business name and address; payments will be sent to this address, unless otherwise noted (see #3 below).

#### **3. REMITTANCE ADDRESS:**

Complete only if different from address (see #2 above). Enter the address where you want payments sent.

If more space is needed for any additional information, please attach a separate sheet of paper to the registration form.

TO BE CONSIDERED AN ACTIVE PAYEE/VENDOR AND TO RECEIVE ANY PAYMENTS DUE, THE FISCAL SERVICES DIVISION MUST RECEIVE A SIGNED AND DATED W-9 FORM. A W-9 FORM IS INCLUDED IN THIS PACKET, OR YOU CAN DOWNLOAD THE FORM VIA THE INTERNET AT WWW.IRS.GOV.

IT IS THE SOLE RESPONSIBILITY OF THE PAYEE/VENDOR TO NOTIFY THE FISCAL SERVICES DIVISION OF ANY AND ALL CHANGES TO THIS APPLICATION. A VENDOR CHANGE REQUEST FORM CAN BE OBTAINED BY CALLING (248) 858-5489 OR VIA THE INTERNET AT THE FOLLOWING LINK: **[www.oakgov.com/fiscal/vendors](http://www.oakgov.com/fiscal/vendors)**.

Oakland County Fiscal Services Division



L BROOKS PATTERSON, OAKLAND COUNTY EXECUTIVE

**VENDOR REGISTRATION**

**Oakland County Fiscal Services Division  
 Building 41 W - 4th Floor  
 2100 Pontiac Lake Road  
 Waterford MI 48328-0403  
 Phone (248) 858-5489  
 Fax (248) 452-2148**

TAX IDENTIFICATION NUMBER:  
 (Use Social Security Number if sole proprietor)

**TIN**      **SSN**  
     

**Please type or print clearly. Complete all sections. Incomplete applications will be discarded.**

Business/Individual Name and Address

Remittance Address

Legal Business Name*
Address*
City*                      State*                      Zip*
Phone* (       )
Fax (       )
Contact*
Title
E-mail

Address
City                      State                      Zip
Phone (       )
Fax (       )
Contact
Title
E-mail

\*REQUIRED FIELDS

Requesters Name (please print)

Requesters Signature (**required**)

Date



## ACH VENDOR REGISTRATION FORM Electronic Funds Transfer (EFT)

### THIS PAGE IS OPTIONAL

**INSTRUCTIONS:** Please type or print clearly. Complete all sections. Incomplete applications will be discarded.

PAYEE/VENDOR INFORMATION				
Name:				
Address:				
Tax Identification Number: (use SSN if individual or sole proprietor)			E-mail Address:*	
		TIN <input type="checkbox"/>	SSN <input type="checkbox"/>	
Contact Person Name	Title		Telephone Number:	Fax Number:
FINANCIAL INSTITUTION INFORMATION				
Name:				
Nine-Digit Routing Transit Number: You must obtain a correct Routing number from your bank for ACH transactions. This may not be the same as the routing number on your checks.				
Account Number:				
Account Type:	Checking <input type="checkbox"/>	<input type="checkbox"/>	Savings <input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_

Signature (required)

\_\_\_\_\_

Date

\*E-mail Address is required for notification purposes.

**RETURN TO:**

**Oakland County Fiscal Services Division**  
**Building 41 W - 4th Floor**  
**2100 Pontiac Lake Road**  
**Waterford MI 48328-0403**  
**FAX # (248) 452-2148**  
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## Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

### 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).

**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 on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

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

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,