

Vendor Paperwork Instructions:

Vendor ACH Authorization form:

Both Payee and Financial Information is to be completed by Vendor requesting payment

Payee Company Information:

- Submission Date-Date that form is being completed
- Name on Bank Account-Business Name or if a personal account individuals name
- Contact Name; email and telephone number of Business or Individual that handles the ACH transactions at your place of business. If it is individual this would be that individual
- VOIDED CHECK or LETTER FROM YOUR BANK-ON-BANK LETTERHEAD must have verification of your routing numbers, ACH transfers and Account numbers. This will match your completed ACH form.

Financial Institution Information:

- Bank Name/Address, Bank Point of Contact and Telephone number, Routing number completed by Business or Individual on Account
- If your account name is under another name, then that information goes here. For example: ABC Central School is the name of your business, but your account says ABC Middle School, Fund Activities Account. The Depositor Account name must match your bank account exactly or it will be rejected. This is turn will delay your payment.
- The signature line is signed by the person that can sign on behalf of the name on the account, for example if it is John Doe, then John Doe can sign it and there is no need for the title. If it is a company as above ABC Central School and John Doe is the finance director needs to sign it, they should sign it, John Doe, Financial Director.

W-9 Form

- Fields 1-6 Need to be completed. As stated above if ABC Middle school has separate account, then the ABC Central School would go in as 1. And ABC Middle School in number 2. Field one should be how your taxes are filed. Business name is what you go by in your business or account
- Part I we need to have one number completed only. If you file with an EIN, then that number should be completed.
- Part II Certification needs to be signed in Signature of US Person. If this is personal the owner signs if a business, the person authorized to sign this form should sign.

Consent to Electronic Delivery of Tax Forms:

- This form needs to be completed for any LLC Businesses or Individually owned businesses that will receive a 1099 form. This allows us or disallows us to send you your 1099 via Fast Track our 1099 company.
- Due to Businesses spam filters and the fact that this form is issued to you as individual you must use your own personal email address and not that of the business you are working for.
- Please sign and date.

Please save all these forms and submit through our portal. If you don't have a contract number, you can put NA or the first name of the contact person you are working with.

<https://www.griffissinstitute.org/invoicesubmission>

Thank you. If you have any questions, please reach out via email and we will get back to you.