

**Mr. Mike Stark**  
County Manager

**Fran Fillerup**  
County Administrative Officer



**Jim Cox, CPA**  
Chief Financial & Strategy Officer

## FINANCE DEPARTMENT

100 South Oliver Drive  
Aztec, New Mexico 87410-2432  
Phone: (505) 334-4581 Fax: (505) 334-1633  
[www.sjcounty.net](http://www.sjcounty.net)

Dear Vendor,

To comply with the Federal Income Tax Law as it pertains to form 1099-Misc., we are requesting that you fill out this information sheet and the attached IRS W-9 form. Please attach the W-9 form to the San Juan County Vendor Self Service Site. If ACH is desired, please email the ACH form to [vendors@sjcounty.net](mailto:vendors@sjcounty.net). Please use the fillable form below to enter all information.

Contact Person:

Phone #:

E-mail Address:

Fax #:

Where to email purchase orders:

Company Name:

Address:

City:

State:

Zip Code + 4:

Please select one of the payment delivery methods below:

Mail Paper Check

ACH Delivery (Faster Payment Method)

Where to Remit Payment: (if different from above)

Bank Name:

Address:

Routing #:

City:

Account #:

Zip Code + 4:

Bank Account Type: (if NOT selected, we will deposit to Checking)

Checking

Savings

Routing & account information can be found at the bottom of the check

Example:     |:123456789|:     123456789123 ||     1234  
                  Bank Routing #     Bank Account #     Check #

Authorized Signature:

Print:

Title:

Please return to: [vendors@sjcounty.net](mailto:vendors@sjcounty.net)

Date:

In order to prevent fraudulent activity, a San Juan County employee will contact you to verify your information.

***Building a Stronger Community***