



FINANCE DEPARTMENT

100 South Oliver Drive
Aztec, New Mexico 87410-2432
Phone: (505) 334-4287 Fax: (505) 334-1633
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. 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

Date: