



INDIANA DEPARTMENT OF TRANSPORTATION

Finance Frequently Asked Questions (FAQs)

Q1. Where do I get the current W-9 and Direct Deposit forms?

A1. Automated Direct Deposit <https://forms.in.gov/Download.aspx?id=11695>

W-9 Form <http://www.irs.gov/pub/irs-pdf/fw9.pdf> *You must write **REAL ESTATE** at the top of the W-9 form.

Q2. Where do I send my W9 and Direct Deposit forms?

A2. Send the completed forms to the vendor email address vendors@indot.in.gov with a cc: djenkins@indot.in.gov; DBennett1@indot.IN.gov, and the **subject line must** have the **code and parcel #**.

Q3. How long does it take a voucher to pay?

A3. After legal approval, expect payment within 90 days.

Q4. How do I know when Legal has approved (secured) the parcel?

A4. Check LRS to see if the parcel status is Active which means it has not been approved by Legal. If the parcel status is Secured then Legal has approved the parcel. If you can't see the parcel, contact your BTA.

Q5. What if a check needs to be mailed to a different address than what is on the W9 and voucher?

A5. Any differences of address, or even a change of "To the Attention of" person, should be clearly spelled out in the Delivery Instructions box in LRS.

