

W9:

Line 1 should be the legal name assigned to the EIN/FID.

Line 2 should be the dba name.

Line 3 be sure to check the appropriate box.

Line 4 complete if necessary.

Lines 5 & 6 put the **remit payment address**.

Be sure to sign (no stamped signatures are allowed by State Auditor's office) and date the form.

Automated Direct Deposit:

Section 1 put legal name (DBA name can also be put on line 1 along with the legal name), FID and remit payment address (must matches W9 form).

Section 2 please have bank complete this Section (be sure whoever at the bank completes Section 2 that they date, sign and the title this Section 2).

Section 3 should be any email addresses you would like to be notified of deposits.

Bottom of form be sure to print and sign, title, phone, and date. (no stamped signatures are allowed by Auditor of State office).

Make sure all forms are ledgible! (the pre-printed parts of forms and what you put on the forms).