



Vendor Forms Instructions

Greetings Prospective Vendor,

To issue payments to your organization, you will need to be set up as a vendor with Summit County.

To get you set up, you will need to fill out the Vendor – Application 231101 form. The information on this form must match items found on our company's W-9.

After PART VII (which contains ADM Board department information), there are step by step instructions for the sections you are completing.

Please fill in:

PART I - Section A, B, and C

PART II – Section A, B, (C if applicable)

PART III – Section A - select the payment description, Section B – complete this if your answers in PART II B and Part III A have a star (*) beside them, use **Yes/No** answers,

PART IV – Section A and B – this section requires a **handwritten** signature with ink (**Do NOT E-sign**).

PART V – Section A - select how you would like to receive your payments, please note if you select Direct Deposit, there are additional forms needed. (This can be changed at any time in the event you would like to start receiving checks, see section below regarding necessary forms if you select this option) Section B – at least one contact in case there are questions with the application.

If you have a star () by your answers **in both Part II & Part III**, you will also need to fill out the attached Vendor – OPERS - PEDACKN – 220501 form.

*If you choose to have direct deposit vs a physical check, then you will need to complete the Vendor Direct Deposit Authorization form. In addition to this form, you are required to supply either a canceled/voided check or a signed bank letter (instructions are found on the form).

If you have any additional questions, please email us.

The Vendor – Application 231101 form and the Vendor – OPERS - PEDACKN – 220501 form must be completed and returned in a timely manner. If you choose to receive a direct deposit payment, the Vendor Direct Deposit Authorization form must also be returned.

*ADM cannot issue payments without vendor activation and a purchase order **prior** to the purchase of goods or service date.*