



Scott County Government Center
Finance Department – Accounts Payable
200 Fourth Ave W
Shakopee, MN 55379-1220

Welcome New Vendors. We are pleased to be doing business with you. To get started, we have a few forms that need to be completed:

- W9 Form – We require this form to be completed and signed to set you up in our system. This is needed to release your payments. This is needed even if we don't issue you a 1099.
- Direct Deposit Form – Please complete to receive payments electronically. It's a safer and faster way for you to receive payments from us. This is a preferred method of payment if you expect to receive more than two payments from us into the future.

Scott County is sales tax exempt as of 1/1/2014. If you need the ST3 form, email Accounts Payable to get a copy.

If you have any questions please contact _____
or the Accounts Payable office at 952-496-8189. Email acpayable@co.scott.mn.us.

Scott County Direct Deposit (ACH) Vendor & Client Application Form

Company or Individual Legal Name _____

Tax I.D. # (TIN/EIN) or Social Security # _____

Address _____

City _____ State _____ ZIP code _____

Contact Person _____ Phone # _____

Email Address (Required for ACH notification & Remittance Advice)

Bank Information: Please staple a copy of a voided check to this form

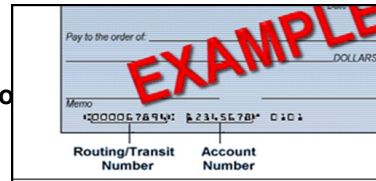
Name of Bank _____

Routing Transit (ABA) Number: (9 Characters)

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Account



Please check one: Checking Account Savings Account

Account Holder's Signature _____ Date _____

Position (if applicable) _____

Return To:

Email: acpayable@co.scott.mn.us

Fax: 952-496-8832

Mail to:

Scott County, Accounting Dept. #223
Attn: Direct Deposit
200 Fourth Ave W.
Shakopee, Minnesota 55379-1220

Questions? Call Rachel at 952-496-8189
or Sharon at 952-496-8173

For Accounting Use Only: Vendor Number: _____

Changed to ACH _____

What is Direct Deposit?



Direct Deposit is just what the name implies. Your payment is deposited directly into your chosen bank account. You will have the funds available to you sooner and there is no worry about lost or stolen checks.

You can choose the account you want it deposited into, either your checking or savings account. The choice is up to you.

What do you need to do to get started on Direct Deposit?

All you have to do is fill out the **Vendor & Client Direct Deposit form** on the back side of this brochure, and email, fax, or mail to Scott County.

We will update your payment information, which may take a few days if there are questions.

What is the process involved in getting a payment?

After you send your invoice or request for payment to Scott County, the department will approve it and send the request to Accounts Payable to be paid.

Instead of creating a paper check that has to be handled by many people before it gets to your mailbox, your payment is directly deposited into your chosen bank account.

An email is then generated and sent to the email address you provide, with an attachment that outlines the detail of the payment (i.e. invoice numbers, description of service provided, dollar amounts, and total payment amount).

You should be able to see that deposit in your bank account the next day.



