



## VENDOR INFORMATION

February 26, 2021

The City of Sheboygan welcomes you as a new vendor! This letter will assist you in understanding our policies and procedures for timely payment of your invoices.

### **Vendor Setup Requirements**

To be setup as a new vendor we need a W-9 and in some cases, insurance information as outlined below:

**W-9 Form** – Federal Income Tax Law requires us to have your Taxpayer Identification Number (TIN) on file. Under Federal Regulation 6401, you are required to provide us with this information on the attached W-9 form. The IRS may impose a penalty and all payments we make to your company could be subject to a backup withholding if you fail to provide us with this information as outlined in IRS Section 6723. We will not have to file a 1099 MISC or NEC form if you are a Corporation, Tax Exempt Organization, Government Agency or other exempt payee. Please indicate on the attached W-9 form what kind of payee you are and sign where indicated.

For most vendors, the following other requirements may not apply, but for others a listing of what may be required by the City of Sheboygan. Any questions for these requirements should be addressed to [purchasing@sheboyganwi.gov](mailto:purchasing@sheboyganwi.gov) or your point of departmental contact.

- General Liability Insurance
- Workers' Compensation Insurance

Unfortunately, no invoices will be paid to vendors who have not provided us with all your required information.

### **Invoice Payment Procedures**

Please follow the guidelines below:

In an effort to create environmentally friendly environment, we accept invoicing electronically in Adobe PDF format. The city has a specific email for submissions: [cityacctspay@sheboyganwi.gov](mailto:cityacctspay@sheboyganwi.gov)

If you have multiple invoices, each must be submitted as separate files rather than combined together in one single file. The City does not pay from statements or quotes, but from generated invoices.

Invoices must reflect work completed or materials received as of the issue date of your invoice. No invoices will be paid for work not performed nor for materials not received.

Invoices must have a unique internal invoice number assigned by your Company. Duplicate invoices must retain the same invoice numbers.

Checks will not be issued until all information and/or documentation is received.

The City pays monthly and offers Automatic Clearing House (ACH) deposits for your payment of invoices. Also included in this packet are directions for submitting your banking information so that your payment can be processed.

Should you have any further questions please do not hesitate to contact City of Sheboygan Finance Department at 920-459-3311 or you can email any questions or requests to [cityacctspay@sheboyganwi.gov](mailto:cityacctspay@sheboyganwi.gov)



# Vendor ACH Payment Enrollment Form

---



## Signing up for Vendor Automated Clearing House (ACH) payment provides many benefits for our vendors:

- ACH payments can be directly credited to your bank account whereas checks need to go through the U.S. Postal Service.
- Banks do not hold ACH payments like they do checks. Your funds are available as soon as the ACH payment is credited to your account.
- ACH payments will save you time by not traveling to the bank possibly waiting in lines to deposit your check.
- ACH payments don't have the risk of being lost in the mail or sent to an outdated address.
- **The City of Sheboygan will be changing its process and will only process vendor payments once a month on the third Wednesday of the month.**

**If you have any questions about Vendor ACH payments, please feel free to contact the City of Sheboygan Finance Department at 920-459-3311.**

A **voided check and W-9** must accompany this form in order to receive payments electronically.  
An **email address** is required to participate in this program for timely communication.

**Send this form and voided check to:**

City of Sheboygan  
Attn: Finance Department  
828 Center Avenue  
Sheboygan, WI 53081

**OR**

**Form and voided check image  
may be emailed to:**

**[CityAcctsPay@sheboyganwi.gov](mailto:CityAcctsPay@sheboyganwi.gov)**

---

# Vendor ACH Payment Enrollment Form



This form is used for Automated Clearing House (ACH) payments to provide payment related information to your financial institution. You must check with your financial institution to confirm that funds have been deposited.

Please check one of the following:  New  Change

## PAYEE / COMPANY INFORMATION

Name:	
Current Mailing Address:	
Social Security or Taxpayer ID (required):	Contact Person Name:
DUNS #:	Email Address:
Home Telephone:	Mobile Telephone:
Work Telephone:	Email Address for EFT Advices:

## FINANCIAL INSTITUTION INFORMATION

Name:
Address:
Nine-digit Routing Transit Number (usually first set of nine-digit numbers at bottom of check):
Account Number:
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings      EFT Method: <input type="checkbox"/> CCD (Commercial Account) <input type="checkbox"/> PPD (Personal Account)

I (we) hereby authorize the City of Sheboygan, to initiate credit entries to my (our) account indicated above at the depository financial institution named above and to credit the same to such account. I (we) acknowledge that the origination of ACH transaction to my (our) account must comply with the provisions of U.S. law. This authorization is to remain in full force and effect until the City of Sheboygan has received written notification from me of its termination in such time and in such manner as to afford the City of Sheboygan and depository financial institution a reasonable opportunity to act on it.

Name of Payee or Authorized Official (please print):	
Signature and Title of Payee or Authorized Official (required):	Date: