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Vendor Registration and Update, Taxpayer Identification Number Certification & Direct Deposit Authorization

TYPE OR PRINT NEATLY, CHECK THE APPROPRIATE BOX(S) BELOW. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION

<input type="checkbox"/> NEW VENDOR REQUEST (Fill section 1, 3, 4, 6-12, 14, 15) <input type="checkbox"/> ADD Remittance Address (Fill section 1, 3, 4, 6, 9-12,) <input type="checkbox"/> ADD DBA/Trade Name (Fill section 1, 3, 4, 6, 7, 10-12) <input type="checkbox"/> ADD ACH Direct Deposit (Fill section 1, 3, 4, 6, 8, 9-15)	<input type="checkbox"/> CHANGE Legal Name (Fill section 1, 3-5, 8 -12) <input type="checkbox"/> CHANGE DBA/Trade Name (Fill section 1, 3, 4, 6 -12) <input type="checkbox"/> CHANGE Primary Address (Fill section 1, 3, 4, 6, 8, 10-12) <input type="checkbox"/> CHANGE Remit Address (Fill section 1, 3, 4, 6, 9 -12)	<input type="checkbox"/> CHANGE ACH Direct Deposit (Fill section 1, 3, 4, 6, 8 -15) <input type="checkbox"/> CHANGE Entity Designation (Fill section 1, 3, 4, 6, 8 -12) <input type="checkbox"/> CHANGE TIN# (Fill section 1-15) – NOTE: FCD will assign a NEW Vendor ID# for accounting purposes.
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1) Taxpayer Identification Number (TIN#) (9-digits) <input type="checkbox"/> SSN <input type="checkbox"/> FEIN	2) NEW TIN# <input type="checkbox"/> SSN <input type="checkbox"/> FEIN Effective Date / /	3) NM CRS ID# Optional (11-digits) _____ - _____ - _____ -00- _____
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4) Current Legal Name As registered with IRS or SSA	5) NEW Legal Name As registered with IRS or SSA
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6) Current DBA/Trade Name Enter doing business as (DBA)	7) NEW-ADD DBA/Trade Name
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8) Primary Address Official address where correspondence, payments, purchase orders, or 1099s should be sent <input type="checkbox"/> CHANGE Address Line #1 _____ Address Line #2 _____	9) Remittance Address Additional address to mail payments <input type="checkbox"/> Same as Primary <input type="checkbox"/> CHANGE <input type="checkbox"/> CDBG SHARE Loc# _____ Address Line #1 _____ Address Line #2 _____
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City _____ State _____ Zip _____	City _____ State _____ Zip _____	City _____ State _____ Zip _____
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10) ENTITY DESIGNATION (check only one) <u>Required</u> <input type="checkbox"/> Individual / Sole Proprietorship <input type="checkbox"/> Indian Tribe <input type="checkbox"/> Estate or Trust <input type="checkbox"/> Partnership General / Limited <input type="checkbox"/> Corporation / Professional Corporation <input type="checkbox"/> Government or Government Operated Entity <input type="checkbox"/> Tax Exempt Organization under IRC Section 501 C _____ <input type="checkbox"/> Limited Liability Company taxed as: <input type="checkbox"/> Single Member <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation S/C	11) ENTITY ACTIVITY indicate if your entity provides the following: (in space provided put an "A" to add or "D" to delete, if none, leave blank) _____ Health care or medical service _____ Rental of Real Property _____ Legal or attorney services _____ Horse hire / NM Employee _____ Urban search & rescue member _____ Board member / commissioner / committee member _____ Agency Volunteer (specify agency) _____
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12) CERTIFICATION Under penalties of perjury, I certify that:

- The number shown on this form is my correct tax payer identification number (or I am waiting for a number to be issued to me), **AND**
- I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **AND**
- I am a U.S. Citizen or other U.S. person.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding

Printed Name _____	Printed Title _____	Telephone Number () _____
Signature _____	Email _____	Date (mm/dd/yyyy) _____

OPTIONAL DIRECT DEPOSIT (ACH)

Warning: The State of New Mexico will not process International ACH Transactions (IAT). If any payment to you from the State will ever result in an IAT under National Automated Clearing House Association (NACHA) operating rules or if you are not sure if the rules apply to you DO NOT FILL OUT THIS SECTION OF THE FORM. The State of New Mexico will only setup ACH information for checking accounts.

13) PREVIOUS BANKING INFORMATION		14) NEW BANKING INFORMATION	
Bank Name _____		Bank Name _____	
Bank Routing No. (9-digit ABA#) _____	Bank Account Number _____	Bank Routing No. (9-digit ABA#) _____	Bank Account Number _____

15) I ACKNOWLEDGE the IAT warning and authorize the State of New Mexico to initiate direct deposit of funds to the account and financial institution indicated, and to recover funds deposited in error if necessary in compliance with NACHA regulations.

Please provide a copy of a voided check or letter from financial institution confirming banking information.

Printed Name _____	Signature _____
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OFFICIAL / POC USE ONLY			DFA / FCD USE ONLY	
BUSINESS UNIT	DATE	POC INITIALS	ENTERED BY	VENDOR NUMBER
POC (Print name) _____		PHONE NUMBER _____	DATE ENTERED _____	ACH VERIFIED _____

Instructions for completing this form

This form substitutes for the IRS W-9 form. Complete this form if you will receive payment from the State of New Mexico and/or you are a vendor who provides goods and services to the State of New Mexico. To comply with the Internal Revenue Service (IRS) regulations regarding 1099 reporting, the State of New Mexico is required to collect the following information to be completed on the Substitute W-9 form. The information collected on this form will allow the State to confirm that our records contain the official name of your business, the Tax Identification Number (TIN) that the IRS has on file for your business and business type.

Check the appropriate box(s) that this form is to be utilized and fill in the corresponding section(s) indicated next to the box(s) checked.

- 1) **Taxpayer Identification Number (TIN#)** Is always a 9-digit number. Provide the Social Security Number (SSN) assigned by the Social Security Administration (SSA) or the Federal Employer Identification Number (FEIN) assigned to the business or other entity by the Internal Revenue Service (IRS). Check the appropriate box to indicate if you are providing an SSN or FEIN.
- 2) **NEW TIN#** Provide the new number assigned by the SSA or the IRS and enter the effective date of the change.
- 3) **NM CRS ID#** (optional) is always an 11-digit number that is provided by the New Mexico Taxation and Revenue Department.
- 4) **Current Legal Name** When changing name, enter the current legal name. As registered with the IRS or Social Security Administration.
- 5) **NEW Legal Name** Enter the new legal name. As registered with the IRS or Social Security Administration.
- 6) **Current DBA/Trade Name** Individuals leave blank. Sole Proprietorships: Enter DBA (doing business as) name. All Others: Complete only if business name is different than Legal Name.
- 7) **NEW-ADD DBA/Trade Name** Enter the name of the new or additional doing business as.
- 8) **Primary Address** Where correspondence, payment(s), purchase order(s) or 1099s should be sent. If primary has changed check the box that indicates "CHANGE."
- 9) **Remittance Address** Where payment(s) should be sent if different from primary address. If address has changed check the box that indicates "CHANGE." NOTE: State agencies please indicate the SHARE Loc.# in spaces provided. When providing a Community Development Block Grant (CDBG) remittance address, provide bank name in address line #1 and physical address in address line #2.
- 10) **Entity Designation** Check ONE box which describes business entity. *For LLC entities, you must check the type of LLC.*
- 11) **Entity Activity** Specify in the spaces provided next to the activity listed with an "A" to add or "D" to delete if the entity provides one of the activities listed. If entity provides none, leave blank.
- 12) **Certification** By signing this document you are certifying that all information provided is accurate and complete. The person signing this document should be the partner in the partnership, an officer of the corporation, the individual or sole proprietor noted under legal name above, or the New Mexico State Employee for which the vendor account is established.

Optional Direct Deposit (ACH) You may elect to receive payments from the State of New Mexico through Automated Clearing House (ACH) direct deposit. Please provide the Bank Name, Bank Routing No (9-digit-ABA) and Bank Account Number. The State of New Mexico will only setup ACH information for checking accounts. Please provide a copy of a voided check or letter from your bank confirming the banking information you are providing. Without providing this information and providing a copy of a voided check or letter from your bank the direct deposit WILL NOT be setup on the vendor file.

13) **Previous Banking Information** Provide the complete banking information previously listed with the State of New Mexico.

14) **NEW Banking Information** Provide the NEW banking information.

15) **I Acknowledge** Print name and sign to acknowledge the IAT warning and to authorize the State of New Mexico to initiate direct deposit of funds to your financial institution provided.

Privacy Act Notice Section 6109 requires you to furnish your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and other certain income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an IRA. The IRS uses the TIN for identification purposes and to help verify the accuracy of your tax return. You must provide the TIN whether or not you are required to file a tax return. Payers must generally withhold a percentage as determined by the IRS of taxable interest, dividend, and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may apply.

Penalties If you fail to furnish your correct Taxpayer Identification Number (TIN) to a requester, you are subject to an IRS penalty of \$50 for each failure unless your failure is due to a reasonable cause and not to willful neglect. If you make a false statement without a reasonable basis that results in no backup withholding, you are subject to an IRS penalty of \$500. Willfully falsifying certification or affirmation may subject you to criminal penalties including fines and/or imprisonment. If the requestor discloses or uses TINs in violation of Federal Law, the requester may be subject to civil penalties and imprisonment.