

* W9/Direct Deposit Template *

Step 1: Fill out organization name

Step 2: Visit irs.gov to receive EIN. If your org. already has a bank account your EIN already exists

Step 3: Check other box and fill in "Non-profit".

Step 4: Information will be the student/advisor filling out W9.

Step 5: Fill out "title" with your position in club

Step 6: Under "Tax correspondence" input clubs address

Step 7: Include DSI's address under "remit address"

Step 8: Fill in accountholder title with "club/advisor" that's on bank account

Step 9: Include bank accounts routing and account number

Step 10: Print and sign

Step 11: Select "No" on Part III



State of Idaho

700 West State Street, P.O. Box 83720

Boise, ID 83720-0011

Combined Substitute W-9/Direct Deposit/Remittance Advice Authorization Form

Agency use only:

Agency number: _____

Contact name: _____

Contact Phone Number: _____

Part I - Substitute W-9 Tax Identification (Always required).

Name: _____ **1. Org. name here**

Complete if you are a } Required: Personal name of owner of the business

SOLE PROPRIETOR or

SINGLE-OWNER LLC } Optional: Business name if different from above: _____

Enter your Tax Identification Number in the appropriate box.

For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN). **2. Include EIN**

~~Social Security Number~~

OR

Employer identification number

Check appropriate box: Individual/ Corporation **3.** Other (explain) _____

Exemption: If exempt from Form 1099 reporting, explain exemption here: _____

Signature: I am a U. S. person (including a U. S. resident alien). **4.**

Person completing this form: _____

Signature: _____ Date: _____

Title: _____

If address for payments is different, please provide a payment remit address:

Tax correspondence address: _____

-875 Perimeter Drive MS 2535—
Moscow, ID 83844-2535

City: _____ State: _____ ZIP: _____

Part II - Direct Deposit Authorization (Optional). To receive payments electronically, complete Part I and Part II and attach an original voided check (not a deposit slip) or bank verification of your checking account number. NOTE: Invalid account information will be rejected by the vendor's financial institution and generate a notice of change, which is processed through the NACHA network to the STO. A notice of change will void this request form and future payments will be made by Idaho State warrant

Request type: New Change Cancel

Accountholder Name/Title (Title required if company account) _____

Routing Number _____ Account Number _____ **8. Club/advisor**

Account Type (Please check the appropriate box) C - Checking Account S - Savings Account

I hereby authorize and request the Idaho State Controller's Office (SCO) and the Idaho State Treasurers Office (STO) to initiate credit entries for vendor payments to the account indicated above. I agree to abide by the National Automated Clearing House (NACHA) rules with regard to these entries. Pursuant to the NACHA rules, the SCO and STO may initiate a reversing entry to recall a duplicate or erroneous entry that they previously initiated. I understand that, if a reversal action is required, the SCO will notify the office identified in Part I of the error and the reason for reversal.

This authority will continue until such time as SCO and STO have had a reasonable opportunity to act upon written notice to terminate or change the direct deposit service initiated herein.

Signature of Authorized signer on account _____ Print Name Here _____ Sign Here _____ **10.**

Part III - Remittance Advice on the Web (Optional). To view payment information on the Internet, complete Part I and Part III. Login instructions will be mailed to the payment address provided in Part I. Additional information can be found on the SCO Vendor Services Web site.

I want to view my remittance advices on the Web. (Check one.)	Yes-One	Get payment information for this location only by using the State Controller's Office Web Remittance Advice Application.
	Yes-All	Get payment information for all of your locations by using the State Controller's Office Web Remittance Advice Application.
	NO	Continue getting paper remittance advices mailed through US Postal Service