

## **Accounts Payable Forms (Vendor EFT and W-9)**

### **ELECTRONIC FUNDS TRANSFER PROGRAM - AUTHORIZATION**

Finance offers an **Electronic Funds Transfer (EFT)** program to more efficiently process our routine accounts payable payments to City vendors by direct deposit. This is a fast and efficient way for our vendors to receive their payment on their due date. The EFT program eliminates the printing and processing of accounts payable checks and the vendor does not have to wait to receive their payment via mail anymore.

If you would like to sign up for EFT program, please contact us at 503-675-3987 or complete an EFT authorization agreement (attached below) and fax, email, or mail it back to us along with a voided check to:

City of Lake Oswego  
Accounts Payable  
P.O. Box 369  
Lake Oswego, OR 97034

### **W-9 - REQUEST FOR TAXPAYER IDENTIFICATION NUMBER FORM**

**All vendors must complete an IRS W-9 form prior to payment from the City.**

#### **Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancelation of debt, or contributions you made to an IRA.

Use Form **W-9** only if you are a United States (US) person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a US exempt payee. If applicable, you are also certifying that as a US person, your allocable share of any partnership income from a US trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

#### **Future developments**

The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

### **Supporting Documents**

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Published on City of Lake Oswego Oregon Official Website (<http://ci.oswego.or.us>)

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[EFT Authorization Form](#)

### Web Links

[Form W-9 Form and Information - IRS website](#)

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