**Supplier (Vendor) Tip Sheet**

**Supplier (Vendor) Set Up – requirements**:

1. Forms required:
   1. Supplier (Vendor) Maintenance Form **(Signed Not Over 90 Days of Submission)**
   2. Voided Check or Bank Letter **(Signed Not Over 90 Days of Submission)**
   3. W-9 **(Signed Not Over 12 months of Submission)**
2. The State Accounting Office Policy states that all new Vendors be set up with ACH payments.

**Section 1 and Section 2 Supplier (Vendor) Maintenance form** – the supplier (vendor) needs to fill out Section 1 and Section 2 of the Supplier (Vendor) form. The rest of the sections are left blank, they will be filled out by DCA’s Liaison.

**Section 1 – Supplier Identification:**

1. Supplier Name **MUST** match the name provided on the W-9
2. Phone Numbers – list a Primary and Secondary phone and extension where applicable. This number will be used for the bank verification. **DO NOT** provide a general company phone number, this number may be used to verify information.
   1. **REQUIRED** – Please provide an additional phone number and contact name if the signed signature is not the contact person to verify the banking information. Please provide that information in Section 4 (Additional Comments).
3. Contact Email– Complete for a specific contact within a company, **DO NOT** provide a general email address.

**Section 2 – Bank Account Information**

1. Put an “X” on the first box if for general use and all State of Georgia agencies can use.
2. Put an “X” on the second box if usage is for a specific purpose, such as a grant, then indicate grant number, etc.
3. The payment remit email is where the supplier (vendor) will receive notification of ACH payment information.
4. The printed name should be the name of an official with the company, not the company name. Electronic signatures are allowed if date/time stamped otherwise written signature is required. No stamped signatures.
5. **REQUIRED** – Voided Check or Bank Letter:
   1. Bank Letter Requirements
      1. On the Bank’s Letterhead
      2. Legal name on the account
      3. Bank routing number
      4. Bank account number
6. Someone from the State Accounting Office will call them to verify their bank account information. Two attempts will be made to reach out to the supplier (vendor) to verify the information. After the 2nd attempt the supplier (vendor) request will be sent back to DCA. DCA’s liaison will reach back out to the Vendor to ask about the contact status.