

Appendix A First Time Payment to a Vendor

Policy:	Number:	Last Update:
First Time Payment to a Vendor	Budget & Finance 95-2	8/11/2010

1.0 Purpose

To advise staff that the first time any vendor is paid delays may occur while the City complies with Internal Revenue Service payment reporting requirements. Also, to explain what can be done to facilitate payment when circumstances require extraordinary speed.

2.0 References

2.1

For questions or clarification on this procedure, please contact the Accounts Payable Supervisor.

3.0 Policy

3.1

No vendor (business entity or private individual) will be paid without a City of Seattle "Substitute W-9, Request for Taxpayer Individual Identification and Certification" form, completed and signed by the vendor.

4.0 Procedures

4.1

The first time a vendor submits an invoice for payment to the City, Accounts Payable will coordinate with Department of Finance and Administration (FAS) Vendor Relations Unit to obtain a "Substitute W-9" form. The form will be mailed to the vendor; payment is held until the vendor responds with a completed form.

4.2

HSD staff may initiate the "Substitute W-9": Form completion for vendors they believe will be unable to wait for DEA to mail out a Form and the vendor to return a completed Form. Obtain a copy of a W-9 form from Accounts Payable and provide the form to the vendor; ask that the vendor return the form to Accounts Payable. (Examples of use of this procedure include new Project Service Agreements, Consultant Service Agreement, rental assistance and relocation, support services, and loan agreements.)