



COUNTY OF DANE, WISCONSIN  
VENDOR INFORMATION FORM  
DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Fillable pdf form is available online at:  
<https://admin.countyofdane.com/finance>

VENDOR INFORMATION  
**Attach W-9 dated this year**

Legal Name (Must match name on W-9, list any DBA on line 2 of the W-9):				
Main Address		City	State	Zip Code
Contact Name		Contact Phone Number:		
		Contact Fax Number:		
E-mail address for electronic remittance advice:				
Taxpayer ID Number	EIN	Social Security #	Type of Organization:	
			___ Individual ___ Partnership ___ Corporation	
Goods or Services Provided:			1099 Vendor:	
			___ Not Applicable ___ 1099-NEC ___ 1099-MISC	

ACH PAYMENT INFORMATION (Payment will be made by check if left blank or no voided check/bank letter provided)  
**Attach VOIDED check or direct deposit letter from bank**

**NEW ACCOUNT**

I hereby authorize County of Dane to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account indicated below and the depository named below to credit and/or debit the same to such account.

FINANCIAL INSTITUTION NAME			
ROUTING NUMBER (9 DIGITS)		ACCOUNT NUMBER	___ CHECKING
			___ SAVINGS

**PREVIOUS ACCOUNT**

If this is a request to change banking information, provide previous account information.

FINANCIAL INSTITUTION NAME			
ROUTING NUMBER (9 DIGITS)		ACCOUNT NUMBER	___ CHECKING
			___ SAVINGS

This authority is to remain in full force and effect until County of Dane has received written notification of its termination in such time and in such manner as to afford County of Dane and Depository a reasonable opportunity to act on it.

NAME (please print)	
Authorized Signature:	Date:

**RETURN FORM, W-9 AND VOIDED CHECK/DIRECT DEPOSIT LETTER TO THE DANE COUNTY CONTROLLER'S OFFICE:**

- VIA FAX 608-266-4425,
- EMAIL ([DCCONTROLLERSOFFICE@COUNTYOFDANE.COM](mailto:DCCONTROLLERSOFFICE@COUNTYOFDANE.COM)) OR
- MAIL TO DANE COUNTY CONTROLLER'S OFFICE 210 MARTIN LUTHER KING JR BLVD ROOM 425, MADISON WI 53703

Questions? Email [dccountrollersoffice@countyofdane.com](mailto:dccountrollersoffice@countyofdane.com) or call 608-266-4110.