

## W-9 Process

A W-9 is required for all vendors/participants paid with Co-Administered funds.

W-9s are records to be maintained by the conservation district and shall be secured in a locked area.

Processing a payment:

- A W-9 shall be dated within the previous 12 months of the payment processing date.
- A W-9 shall be sent with the first (initial) vendor invoice to be processed.
- Subsequent invoices for the vendor shall require “W-9 on file” be written on the invoice (or stated in the email) to be processed by district fiscal operations.
- “W-9 on file” means the W-9 is on file in the conservation district and is dated within the previous 12 months of the payment processing date.
- Each subsequent invoice shall be checked by the conservation district against the “W-9 on file” to ensure information, such as address, has not changed and the W-9 is current.
  - If information has changed, a new W-9 must be obtained and submitted with the invoice to be processed.
  - If the information is correct but is not dated within the previous 12 months, a new W-9 shall be obtained for the conservation district records.
- A vendor invoice without a W-9 accompanying the invoice or “W-9 on file” written on the invoice (or stated in the email) will not be posted in Sage until a W-9 is received by district fiscal operations.