



Hennepin County Office of Budget & Finance

Accounts Payable Section

Automated Clearinghouse (ACH) Enrollment

Complete this form and return it to: Hennepin County - Accounts Payable
 Government Center MC 131
 OBF.Internet@hennepin.us OR 300 South 6th Street
 Minneapolis MN 55487-0131

Payee Name

Address

City / State / Zip Code

Area Code & Phone Number

E-mail Address for Remittance Advice

New ACH Enrollment

- or -

Account Change - Required:

Routing # to remove _____ Account # to remove _____

To enroll in the ACH payment program, you must provide your bank account information. You may decline to enroll in the ACH payment program, in which case you will receive any payment by check. By providing your bank account information, you authorize Hennepin County (the county) to verify the information with your bank, the county's bank and with other third parties engaged by the county for purposes of verifying account ownership. The county reserves the right to make payment by check at any time for any reason. By signing this form, you authorize the county to make electronic ACH credit entries to the account you provided for the purpose of receiving payment for billed goods or services, and, if necessary, make debit entries to or returns of any credit entries in error. Remittance information for payments made by ACH transaction will be provided only via email.

Checking – Enclose a voided blank check (preferred) or print the account and routing numbers legibly below.

Savings – Print the account and routing numbers legibly below

Financial Institution

Account Number at Financial Institution (not needed if enclosing a voided blank check)

Transit Routing Number (ABA)

(not needed if enclosing a voided blank check):

I:											I:
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Authorized By – Print Name, Title & Date

Authorized Signature

<p>Hennepin County General Accounting A-13 Government Center MC 131 300 South 6th Street Minneapolis, MN 55487-0131 -or- Email: OBF.Internet@hennepin.us</p>	<p>SUBSTITUTE FORM W-9 and Vendor Information Form</p>
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IMPORTANT TAX INFORMATION - PLEASE READ THIS NOTICE CAREFULLY

This form was developed to comply with Internal Revenue Service (IRS) regulations and Minnesota statute and to assist Hennepin County in paying providers and vendors for their goods and services. You, as a payee, are required by law to provide us, as payer, your correct Taxpayer Identification Number (TIN). This information will only be shared with the IRS. The Minnesota Government Data Practices Act classifies the Social Security Number as private. Unless otherwise provided by law, the home address is also private. Direct questions to 612-348-2976.

Failure to respond to this request can result in IRS-mandated withholding on future payments as well as other penalties.

Name (Businesses must use the legal name as shown on your business income tax return. If you are an individual or sole proprietor, name must match your social security card.) _____

Business name, if different from above. _____

Federal Tax Classification (check **one** only): Individual/sole proprietor or single-member LLC C Corporation S Corporation
 Partnership Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership): _____
 Trust/Estate Other (specify): _____

Remit Address: number, street, and apt. or suite no. _____

Order Address: if different from remit _____

City, State and ZIP code _____

City, State and ZIP code _____

Remit Phone #: _____

Order Phone #: _____

Email address for purchase orders (required): _____

Taxpayer Identification Number (TIN)
 Enter your social security number (SSN) if an individual or federal employer identification number (EIN) if a business.
 SSN: - - **OR** EIN: - -

Number of employees: _____

NAICS code(s)
 (see www.naics.com/search): _____

Certification: Under penalties of perjury, I certify that:

- 1) The number shown on this form is my correct taxpayer identification number, and the name shown is the correct corresponding name.
- 2) I am a U.S. person (including a U.S. resident alien).
- 3) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions: You must cross out item 3 above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting of interest or dividends on your tax return.

Print and Sign Here:	Name Printed:		Title Printed:	
	Signature:		Phone:	Date:

HENNEPIN COUNTY CONTRACTOR AFFIRMATIVE ACTION (AA) CLASSIFICATION

The information requested below is used internally by Hennepin County to monitor and report on participation in county contracting. Your cooperation in completing this form is greatly appreciated. Vendors who do not complete this information may be contacted by Hennepin County to provide the information requested. If you have questions completing this side of the form, please call: (612) 348-3181.

1) Company type - check one:

- Publicly held company¹
 - Non-profit entity
 - Government entity
 - Other
- } If you chose one of these, **STOP HERE.**
- } If you chose "Other" please answer all remaining questions.

2) Are you a small business certified by the CERT Program²?

- Yes
- No

3) Check one:

- Veteran-Owned Business certified by the MnDOA³
- Service Disabled Veteran-Owned Business certified by the MnDOA³
- NOT a MnDOA³ certified Veteran-Owned Business

4) Check one gender of majority owner:

- Male
- Female
- Nonconforming

5) Check one ethnicity/race of majority owner⁴:

- Black/African American
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native
- White/Caucasian

¹ **A Publicly Held Company** is a company whose stock is traded on the open market.

² **Small Business Enterprise Certification:**

While certification is not necessary to do business with Hennepin County, only CERT certified businesses can be counted toward the goal for Small Business Enterprise (SBE) participation in county contracting. Certification also boosts market exposure and qualifies businesses to access SBE program services. For further information about certification, please call 651-266-8900 or visit the Central Certification (CERT) Program's website at: <https://cert.smwbe.com/>

³ **Veteran-Owned Business Certification:**

While certification is not necessary to do business with Hennepin County, only the participation of businesses recognized as certified by the State of Minnesota Department of Administration can be counted as a Veteran-Owned Business (VOB) or Service Disabled Veteran-Owned Business (SDVOB) for county purposes. For further information about certification and advantages thereof, please contact the Office of Equity and Procurement (OEP) at: (651) 296-2600 or visit: <https://mn.gov/admin/business/vendor-info/oep/sbcp/>

⁴ **Ethnicity and Racial Group Definitions:**

Black/African American: All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American descent or other Spanish culture of origin, regardless of race.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands, including, for example, China, Japan, Korea, Hawaii, Guam, the Philippine Islands and Samoa.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain tribal affiliation or community attachment.

White/Caucasian: All persons with origins in any of the original peoples of Europe, North Africa or the Middle East.