



NASSAU COUNTY REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Authorization is:
(CHECK ONE)

- New
- Change

INSTRUCTIONS: Please complete Section I and sign at the bottom. If you would like to be paid electronically please complete Sections I and II and sign at the bottom.

Mail to: Nassau County Comptroller's Office, Vendor Claims Department, 240 Old Country Road, Mineola, NY 11501
Or Fax to: (516) 571- 2533 or email to comptrollerclaims@nassaucountyny.gov

Section I – Vendor Information

1. Federal ID No. or Social Security No.

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2. Vendor Name: _____

3. Vendor Remittance Address: _____

4. Vendor Contact Person: _____

5. Vendor Contact Telephone No.: _____

6. Vendor E-Mail Address: _____

7. Please answer the four questions below. Unanswered questions will delay payment.

- A. The vendor/payee ID number provided above is:
Federal ID# [] Social Security # []
- B. Is vendor/payee incorporated:
Yes [] No []
- C. Is a medical or legal service ever provided by vendor:
Yes [] No []
- D. Is vendor/payee an employee of Nassau County:
Yes [] No []

Section II- Financial Institution Information- Complete this section only if you would like to be paid electronically

8. Routing Transit Number:

(Located at the bottom of your check)

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9. Bank Account Number: _____

10. Account Name *(Your name on the account)*: _____

11. Bank Name: _____

Check here [] if you wish to be removed from electronic payments and would like to receive paper checks.

12. Vendor Certification: Certification-Under penalties of perjury, I certify that: (1) The number shown on this form is my correct identification number (or I am waiting for a number to be issued to me), and (2) 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 (IRS) 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. (3) The information provided on this form is correct to the best of my knowledge.

Certification Instructions-You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return. For real estate transactions, item (2) does not apply. The IRS does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

I understand that if I have completed Section II that I authorize payments to be received by electronic funds transfer into the bank account designated in Section II. I further understand that in the event that an erroneous electronic payment is sent, Nassau County reserves the right to reverse the electronic payment. In the event that a reversal cannot be implemented, Nassau County will utilize any other lawful means to retrieve payments to which the payee was not entitled.

Authorized Signature

Print Name/Title

Date