**FORM W-9**

**WHY IRS FORM W-9?**

Form W-9 is required for all vendors in order to be paid. There can be a hefty penalty from the IRS for payments made to vendors for whom we do not have a W-9 on file. Our Auditors also check for W-9 Forms to ensure our vendors are real and set up properly.

**NEW VENDOR?**

The department submitting the invoice must make sure there is an accompanying W-9 for new vendors.

Your vendor will most likely be sending you an invoice. Tell them you need a W-9 Form completed in order to process their invoice. Most vendors will be familiar with this form and have one readily available.

For those who are not familiar with this form, the IRS Form W-9 (with instructions) is available to download from the Town Accountant Page of the Town of Topsfield’s website.

**WHAT DOES THE ACCOUNTING DEPARTMENT NEED?**

The Accounting Department requires only the 1st page. It must be filled out completely including signature and date! It should be dated within a 12 month period. If it is dated 2009, tell them you need a new one. Please don’t send us all the instructions.

Please check the address on the W-9 and the remittance address on your invoice. If the remittance address is different, please let us know. This helps us decide how to best set up the vendor on the MUNIS Accounting System so that the checks get sent to the right place.

**QUESTIONS?**

If you are not sure if we have a vendor on file, send an email to Accounting@topsfield-ma.gov and ask.

*Keep in mind that we process between 100 and 200 invoices each week!*