



Kane County Treasurer's Office

New Vendor Form

NOTE: It is Kane County Policy to call and verbally review all information on this form. Please expect a phone call from us.

All information is required. Please fill out every field and attach a **voided check** or bank letter to this form, along with a **completed W-9** and e-mail it to vendor@kanecountyil.gov. If you have any questions, E-mail or call us at (630) 208-5101.

General/Contact Information

Name/Business Name:	_____	Exactly as Listed on W-9
Doing Business As:	_____	Exactly as Listed on W-9
Federal Tax ID # or SSN:	_____	
Remittance Address:	_____	Match with Invoice
City, State, Zip Code:	_____	Match with Invoice
Business Contact Name:	_____	
Phone Number:	_____	
Contact Email:	_____	Account Inquiries
Remittance Email:	_____	Remittance Notices

ACH Authorization Agreement:

I (Company) hereby authorize the Kane County, Illinois, hereafter called County, to initiate credit entries to my (our) account at the depository financial institution named below, herein after called Depository and to credit the same to such account. If County funds to which I (Company) am not entitled are deposited in my (our) account, I (Company) authorize the County to direct the Depository to return those funds. I (Company) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. Law and the rules as set forth by the National Automated Clearing House Association (NACHA).

This authorization is to remain in full force and effect until the County has received a notice of termination from me, or a company representative, in such time and in such manners as to afford the County a reasonable opportunity to work on it. I (Company) further acknowledge that any remittance information associated with payments that I (Company) receive will be made available to me through a Notice of Payment sent by the County to the e-mail address designated by me (Company).

Bank Account Information:

Bank Name	_____	Exactly as appears on Check
Bank ABA Routing #	_____	Exactly as appears on Check
Account #	_____	Exactly as appears on Check

Account Type: ☐ Checking ☐ Savings

Employee Questions

Answer these if you are a Kane County Employee.

What is your job title at Kane County? _____

What Department are you working with at the County? _____

Who is your AP coordinator? _____

Do you have a Pending PEV? ☐ Yes ☐ No

WIOA Questions

Answer this question if you are receiving a grant under the Workforce Development Program (WIOA).

Who is your Kane County Coordinator? _____

Vendor Questions

Answer these if you are being paid for services.

What is the scope of your work with Kane County?

☐ Performing Services ☐ Supplying Goods ☐ Other _____

Is your business or organization performing medical or legal services?

☐ Yes, Medical ☐ Yes, Legal ☐ No

Do you have a contract with or have you already performed the work for Kane County?

☐ N/A, not performing Services ☐ Yes ☐ No

What Individual & Department are you working with at Kane County? _____

Are you a current or former employee of Kane County? ☐ Yes ☐ No

If yes, what department do/did you work in: _____

Public Act 102-0265 Business Status:

Minority Owned Business ☐ Woman Owned Business ☐ Certified Small Business ☐

Veteran Owned Business ☐ None of the Above ☐

Signature:

Authorized Signature: _____

Print Name: _____

Title & Date: _____