



State of New York  
County of Broome Government Offices

Department of Audit & Control

Meaghan E. Klenovic, Comptroller · Daniel J. Reynolds, Chairman of the Legislature

August 2, 2024

Dear Department Heads:

To reduce the risk of payments being misdirected, as has occurred to other counties in the past, Broome County will continue to enforce the following vendor policy:

Requests for new vendor numbers or for updates to existing W9-supported vendors require a recently dated W9. (Examples of *non-W9* supported vendors would be employees, those set up solely for reimbursements, etc.)

If a vendor is unable to include its remittance address on its W9 or if the request is to set up (or to change) a vendor to ACH payments:

- Written notification is required in addition to the W9. The written notification of the remittance address must be on company letterhead, and it must bear an original (inked) signature which requires that it be received by your department through the US Postal Service.
- In the case of ACH payments, the written notification must include banking information (Name of Bank, Routing Number, Account Number). Again, this information must be supplied on the vendor's letterhead and the notification must bear an original signature. A notice from the Bank is not sufficient.

Departments may submit Vendor Request forms and W9s electronically to Audit & Control unless the supporting documentation necessitates an original signature as noted above. All original signature documentation must be sent to Audit & Control by interoffice mail.

ACH requests are made using the ACH Vendor Request form. If needed, contact Bridget Grenolds in Audit to obtain an ACH Vendor Request form.

I appreciate the effort that departments expend in helping to maintain an accurate vendor file. If your department has questions, we would be happy to review the requirements with you.

Sincerely,

Meaghan E. Klenovic  
Broome County Comptroller