

New Vendor Payee Application Guidance:

- **Section 1:** Ensure the business name and information match exactly what is on the business W-9 and what is listed in Sunbiz (please ensure the business is registered with the Florida Division of Corporations at [Sunbiz](#)).
- **Section 2:** This must match the information provided on the W-9.
- **Section 3:** If the business is a certified Disadvantaged Business Enterprise, Veterans Business Enterprise, Minority Business Enterprise, or Women Business Enterprise, please check the appropriate box and provide the certification number.
 - If applying as an individual or the business is not certified, leave this section blank.
- **Section 4:** If payments should be sent to an address different than that of Section 1, please enter the address here. This will apply to all future payments.

Authorization Agreement for ACH Credits:

- Lee County prefers ACH payments (direct deposit). To receive payments via ACH:
 - Complete the Authorization Agreement for ACH Credits form, sign, date.
 - Attach a voided check, a photo of the voided check, or a bank letter on your bank's letterhead with the routing/account numbers.
 - The bank account name must match the business name on the W-9 and New Vendor Payee Application.

W-9/W-8 Forms:

These forms must be completed following the instructions provided by the Internal Revenue Service at this link: <https://www.irs.gov/forms-instructions-and-publications>

Local Business Tax Receipt:

- The business name and address on the Local Business Tax Receipt must match the information on Sunbiz and the New Vendor Payee Application.
- To obtain a Local Business Tax Number, contact the County Tax Collector's Office or visit their website online. For Lee County businesses visit this website: <https://leetc.com/businesses/business-tax-guide-and-applications/>
- **Note:** This is not required if your business is out of state.
- **Sign and Date:** All forms need to be signed and dated (electronically or physically). Without this, your application will not be accepted.

Important Reminder:

- All forms must be signed and dated.
- The New Vendor Payee Application, W-9 and Sunbiz information must match exactly.