



Department of Human Services
Monroe County, New York

Adam Bello
County Executive

Thalia Wright
Commissioner

VENDOR NUMBER REQUEST / CHANGE FORM

GENERAL COMPLETION INSTRUCTIONS:

- Type or print clearly. **NOTE: Provider of service must complete this form.**
- Include the Federal Tax ID and company name only if the payment is to be made to the company. If the payment is to be made to you, as an individual, leave the company blank.
- Attach a copy of your Social Security Card. If requesting a number for a company, please attach a copy of the most recent W9. Please be sure it is signed.
- **Return this page and your Social Security Card OR W9 form to: Vendor Operations, PO BOX 23020, Rochester, NY, 14692** Only the original completed form with original signature is acceptable. No copies, faxes, scans or Emails will be accepted.
- Allow ten business days from the time we receive it for processing. Once a number is assigned, this does not entitle you to payment. You must contact the caseworker with any questions regarding payments.

Please check one: ☐ Request **NEW** Number

☐ Change existing information for Vendor # _____
*Effective date ☐ Immediately ☐ Other: _____

Social Security or Tax ID # _____

Name _____
Last First MI

Company or D.B.A. _____

Mailing Address _____
Street / PO Box # _____
City State or Province Zip

Phone Number _____ Alternate Number _____

What service will you be providing? ☐ Day Care ☐ Rental ☐ Other: _____

I CERTIFY THAT THIS INFORMATION IS TRUE AND ACCURATE.

X _____
Signature Date

OFFICE USE ONLY

NEW VENDOR NUMBER: _____

☐ Services ☐ Non-Services Case No. _____

Payment Type: ☐ Rent ☐ Day Care ☐ Other: Payment Code: _____

Caseworker: _____ Unit _____ Number: _____ Phone _____ Date: _____

Questions related to the completion of this form can be directed at 585-753-6663. Processed by _____ Date _____



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INSTRUCTIONS

VENDOR NUMBER REQUEST / CHANGE FORM

When to use this form

- To apply for a NEW Monroe County vendor number
- To change name or address on an existing vendor number
- To add or change pay type codes

To apply for a new vendor number

- If applying for a vendor number as an individual with a social security number, attach a copy of your social security card; no substitutions accepted.
- If applying for a vendor number as a company with a tax ID number, attach a copy of the most recent signed W-9 form.
- Only complete the Company or DBA line if the vendor number is to be assigned to a company with a tax ID number, or a person who will be receiving payments under a DBA. If you have a DBA name, please also include a copy of your DBA papers

To change information on existing vendor numbers

- Complete all information on this form; be sure to provide your existing vendor number
- The only information that can be changed is the address and name; you cannot change which person or company the vendor number belongs to, the social security number or tax ID number cannot be changed
- When changing a name, be sure to include proper documentation showing the change
 - For individuals, please submit a copy of the updated social security card
 - For businesses, please submit the most recent signed W-9 form showing the change (must include both new name and tax ID number on documentation)
- If a payment type needs to be updated, please be sure to include this information as well
- **Please Note:** If submitting an address change, please also allow 10 business days for processing. Be advised, that notification will not be sent once an address is changed. The change will take effect once the next payment is sent.

General Information

- **The vendor must send in the ORIGINAL form, with ORIGINAL signatures. Copies, faxes, scans and emails are not acceptable**
- Please allow at least 10 days once this form is received by Vendor Operations for processing
- Please do not contact Vendor Operations to obtain your new vendor number. You will receive notice via USPS mail once a new vendor number is assigned
- Applying for and receiving a new vendor number, does not entitle you to payment. The appropriate caseworker must first notify you that you are authorized to receive payment, before payment is issued. If payments are not received even after this notification, you must then contact that caseworker with any further questions.