



**STACI BRADY
CARROLL COUNTY AUDITOR**

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ACCOUNTS PAYABLE VENDOR - NEW & CHANGES

Red Asterix * or Red Box

Indicates Required fields.

Blue Boxes

are optional, and should only be completed IF the information is a request to change.

NOTES: All New Vendor Requests require a completed W-9 form.

If Individual, and not a County Employee, requires OPERS Independent Contractor form to be submitted with new vendor requests.

Check the type of request from the options below *

New Vendor Setup

Updated W-9 Received

New Corporate Address (Matches W-9)

New Remittance Address

Add Direct Deposit

Other (Comment below)

General Vendor Information

Vendor #

leave blank if NEW

Type

MAIN

Contact Information

Company Name (enter EXACTLY as listed on W-9):

Individual: Last

First

MI

Company:

Doing Business As (DBA):

Corporate Address (as listed on W-9):

Address 1

Address 2

Zip Code

City

State

Country

Email

Fax

Website

Remit Address (requires additional VENDOR documentation such as copy of bill):

Address 1

Address 2

Zip Code

City

State

Country

Payment Information

Printed Check

Electronic Fund Transfer (ACH)

**attach Direct Deposit Enrollment form with Banking Info*

Type

Email