



Welcome New Vendor!

As part of our new vendor set-up process, we request that you complete and submit the following information:

W-9 Information – LifeWays is required by federal statute to obtain your federal tax information and verification. This information is obtained from you by completing the Internal Revenue Service (IRS) Form W-9 for U.S. persons. The purpose of the form is to provide our Agency with your correct tax identification (TIN) to:

- Certify that you are providing our Agency with the correct TIN
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee

If you are a U.S. person and not a corporation, then your TIN is your Social Security Number.

ACH Authorization – LifeWays prefers to make payments electronically via ACH/Direct Deposit. To receive electronic payments, complete the attached ACH authorization form. If you prefer a paper check, please complete the attached authorization form, marking the decline box.

Please remit invoices by mail, or email to the address below.

LifeWays

Attn: Accounts Payable

1200 N West Ave

Jackson, MI 49202

invoices@lifewaysmi.org

All invoices **must** include the following:

- Invoice date and number stated on invoice
- Your company's complete legal entity name and address
- Sales tax as a separate line item, if applicable (Lifeways is Tax exempt)
- PO number – can be name of person placing order or department name/number

LifeWays, as a Governmental Entity is exempt from Michigan Sales Tax, a Michigan Sales and Use Tax Certificate of Exemption will be provided upon request.

If you have any questions, please do not hesitate to contact me directly.

Sincerely,

Barbara Rudd

Accounts Payable Specialist

517-789-2493

Barbara.rudd@lifewaysmi.org