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**CENTRAL ACCOUNTING NOTICE**

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**TO:** VENDORS

**FROM:** PAM SIMECKA, CITY CONTROLLER AND KIM JOHNSON, ACCOUNTS PAYABLE

**SUBJECT:** W-9 FORM FOR VENDORS

**DATE:** 1/8/2008

The City has been informed by the IRS that we must have a current and signed W-9 form for anyone we pay, prior to issuing them a check.

Effective January 1, 2008, the City of Topeka will require a signed W-9 form before a vendor will be entered into our accounts payable system. Please send the completed form to:

Financial Services  
215 SE 7<sup>th</sup> Street, Room 358  
Topeka, KS 66603-3914

Or fax the form to 1-785-368-3975

Vendors may obtain a copy of a W-9 form at the following website:

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

If you have any questions regarding this matter please contact Central Accounting at 785-368-3970.