



## Office of the Comptroller

Dean Brassler, City Comptroller

Room 406  
210 Martin Luther King, Jr. Boulevard  
Madison, Wisconsin 53703-3345  
(Phone) 608 266 4671  
(FAX) 608 266 5948

**FAX No.: (608) 266-5948**

City of Madison Vendor:

The City of Madison is setting your business up as a new vendor or updating your vendor information in our vendor database. We require that you fill out the accompanying W-9 form.

We also are now making payments to vendors via Electronic Funds Transfer (EFT). This method of payment is more efficient and may allow quicker access to your funds and eliminate lost or delayed paper checks due to mail service. If you choose to have payments made by direct deposit, please fill out the accompanying Direct Deposit Authorization Agreement in its entirety. Otherwise, you are required to fill out the following information below if you chose not to be on Direct Deposit.

Company Name: \_\_\_\_\_

Address for Payment: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

No payment can be issued until the required Form W-9 (first page) and the Direct Deposit Authorization Agreement or the Vendor Information (see above) have been returned to the City Comptroller's Office. **Please fax the completed forms to Lisa Ehman at 608-266-5948 or mail the forms to:**

OFFICE OF THE COMPTROLLER  
ATTN LISA EHMAN  
210 MLK JR BLVD RM 406  
MADISON WI 53703-3345

Thank you for providing the required information.

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