

SUMNER COUNTY GOVERNMENT

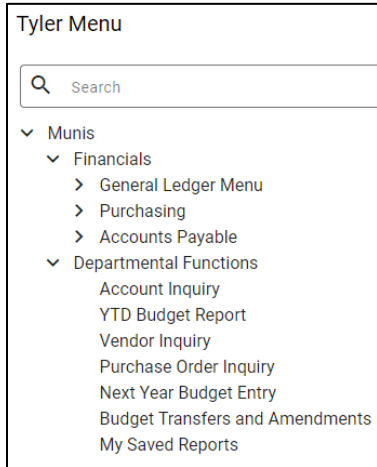
Munis 2021.2 Vendor Inquiry

Section 1 General Information

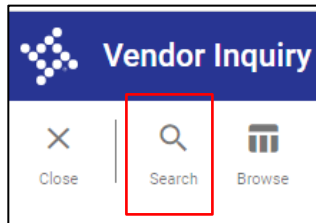
- The Munis Vendor Inquiry module is used to find a vendor's information (Munis assigned number, name, address, DBA, etc).
- If the end user needs assistance with vendor inquiry, contact the finance department's accounts payable coordinator.

Section 2 Procedures

A. From the Tyler Menu, open "Vendor Inquiry".



B. Click "Search" from the toolbar.



- C. Vendors can be searched for in three ways. If the vendor is not found using one of these methods, contact the finance department's accounts payable coordinator.
1. For the first search, in the "Alpha" field, enter "*keyword in vendor's name*" (the asterisks must be entered). Click "Accept". This will search for anything containing that keyword.
 2. If no data is returned, do a second search. Click "Search". In the "Company name" field, enter "*keyword in company name*" for possible close matches (e.g., State of TN search on *State*). Click "Accept".
 3. If no data is returned or the desired vendor is not returned, do a third search by clicking on "DBA" and enter "*a keyword in vendor's name/company name*". Click "Accept".

Vendor Inquiry [*NON-PRODUCTION* v2021.2 SUMNER COUNTY,]

Close Accept Cancel Query

Vendor Inquiry [*NON-PRODUCTION* v2021.2 SUMNER COUNTY,] > 🔍

General Vendor Information

Vendor Entity

Alpha Type

Status Reason

Audits

Entered

Modified

By

Change Set

Main General Miscellaneous Contacts Certifications Insurances Withholding

Contact Information

Company name

Addresses (0)

DBA

Address

Zip code

City

State

Country Foreign entity

- D. If it is determined that a new vendor will need to be set up, contact the vendor, and ask for an Internal Revenue Service (IRS) Form W9. This will need to be sent to the finance department before the vendor can be set up.
- If the vendor operates as an **“Individual/Sole-Proprietor/Single Member LLC”** by their **social security number**, they must also provide a copy of their driver’s license per the Tennessee Lawful Employment Act. For more information on this act, visit the following website.
<https://www.tn.gov/workforce/employers/staffing-redirect/hiring-regulations/employment-verification.html>
- E. The following information, at a minimum, must be completed on the W9 form.
1. Line 1 – Name
 2. Line 2 – Business Name, if different from Line 1
 3. Line 3 –The appropriate federal tax classification must be selected
 4. Lines 5 and 6 – Address
 5. Part I – The social security number or employer identification number must be entered based on what was selected on Line 3
 6. Part II – The vendor must sign **and** date the W9 form

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
County of Sumner

2 Business name/disregarded entity name, if different from above
Sumner County Government

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) **2**
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
355 N Belvedere Drive

6 City, state, and ZIP code
Gallatin, TN 37066

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see the instructions for Part I, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
OR									
Employer identification number									
6	2	-	6	0	0	0	8	6	6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *[Signature]* Date ▶ *7-6-18*