



ACCOUNTING DEPARTMENT

Janelle Osborne
Payroll/Accounting Technician
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Date: _____

Dear _____ County Vendor # _____

Requested by _____ Department

Please complete and return the attached W-9 form to Sauk County within 10 days. The W-9 form is attached. Instructions on how to complete the form can be found at www.irs.gov.

The IRS requires Sauk County to obtain a completed W-9 form from anyone to whom the County issues a check. This form is used in accordance with IRS guidelines to determine whether or not a 1099 will be issued and to ensure accurate reporting of the 1099. Failure to complete and return the W-9 form will result in immediate back-up withholding from future disbursements per IRS guidelines or a discontinuance of business with Sauk County.

All information provided on the W-9 form is kept confidential and is only shared with the IRS via required 1099s. Please contact the Sauk County Accounting Department if you have any questions or need assistance in completing the form.

Remittance Address: (If different from address listed on W-9)

Name: Title: Phone/Fax:

Please help us to complete our files with the following information so we are able to contact you, if needed.

E-Mail: Website:

Completion and prompt return of these forms by mail, email, or facsimile will ensure timely processing and payment of invoices.

Signing these forms does not create an employer - employee relationship.

Please return documents (mail, email, or fax) to: Sauk County Accounting Department
505 Broadway
Baraboo WI 53913

[Janelle.osborne@saukcountywi.gov](mailto:janelle.osborne@saukcountywi.gov)

FAX 608-355-3522

Thank you.

SAUK COUNTY ACCOUNTING DEPARTMENT

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