

**New Vendor Payee Application Guidance:**

- **Section 1:** Ensure the business name and information match exactly what is on the business W-9 and what is listed in Sunbiz (please ensure the business is registered with the Florida Division of Corporations at [Sunbiz](#)).
- **Section 2:** This must match the information provided on the W-9.
- **Section 3:** If the business is a certified Disadvantaged Business Enterprise, Veterans Business Enterprise, Minority Business Enterprise, or Women Business Enterprise, please check the appropriate box and provide the certification number.
  - If applying as an individual or the business is not certified, leave this section blank.
- **Section 4:** If payments should be sent to an address different than that of Section 1, please enter the address here. This will apply to all future payments.

**Authorization Agreement for ACH Credits:**

- Lee County prefers ACH payments (direct deposit). To receive payments via ACH:
  - Complete the Authorization Agreement for ACH Credits form, sign, date.
  - Attach a voided check, a photo of the voided check, or a bank letter on your bank's letterhead with the routing/account numbers.
  - The bank account name must match the business name on the W-9 and New Vendor Payee Application.

**W-9/W-8 Forms:**

These forms must be completed following the instructions provided by the Internal Revenue Service at this link: <https://www.irs.gov/forms-instructions-and-publications>

**Local Business Tax Receipt:**

- The business name and address on the Local Business Tax Receipt must match the information on Sunbiz and the New Vendor Payee Application.
- To obtain a Local Business Tax Number, contact the County Tax Collector's Office or visit their website online. For Lee County businesses visit this website: <https://leetc.com/businesses/business-tax-guide-and-applications/>
- **Note:** This is not required if your business is out of state.
- **Sign and Date:** All forms need to be signed and dated (electronically or physically). Without this, your application will not be accepted.

**Important Reminder:**

- All forms must be signed and dated.
- The New Vendor Payee Application, W-9 and Sunbiz information must match exactly.

**Certificate of Insurance:**

- The Certificate of Insurance (COI) must be provided by the vendor along with the application packet.
- Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. The COI must include the following:
  - The certificate holder shall read as follows:  
Lee County Board of County Commissioners  
P.O. Box 398  
Fort Myers, Florida 33902
  - The Description of Operations shall read as follows:  
*“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials” will be named as an “Additional Insured” on the General Liability policy, including Products and Completed Operations coverage. This will apply to all future payments.*

**Existing Vendor Payee Application Updates:**

- Vendors in need of updates to their profile must complete a New Vendor Payee Application packet following these same guidelines.
- When selecting a department and contact, choose the department with which the most recent work was completed.