



Finance Department

David P. Schmiedicke, Director
City-County Building, Room 406
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Phone: (608) 266-4671 | Fax: (608) 267-8705
finance@cityofmadison.com
cityofmadison.com/finance

Accounting Services Manager
Patricia A. McDermott, CPA
Budget & Program Evaluation Manager
Christine Koh
Risk Manager
Eric Veum
Treasury & Revenue Manager
Craig Franklin, CPA

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.

Payee 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 Finance Department. **Please fax the completed forms to Purchasing at (608) 266-5948, or email to purchasing@cityofmadison.com, or mail the forms to:**

CITY OF MADISON FINANCE DEPT
ATTN PURCHASING
210 MLK JR BLVD RM 406
MADISON WI 53703

Thank you for providing the required information.

David P. Schmiedicke
Finance Director