

VENDOR MAINTENANCE FORM

Vendor Information:

Federal ID # : or Social Security # :

Vendor Name:

W-9 Attached

Corporate Address:

Suite, Attn, Etc: _____

Street: _____

City: _____ State: _____

Email: _____ Zip Code: _____

Vendor Phone Number: Fax Number:

Payment Remit To Address (if available):

Suite, Attn, Etc.: _____

Street: _____

City: _____ State: _____

Zip Code: _____

Submitted By: Date:

(AOC DBF Use Only)

New Mail Code:

Entered By: Date:

Reviewed By: Date:

Comments: _____

External Vendor Maintenance Form Procedures

1. When a new vendor needs to be added or a change made to a current vendor, please complete the External Vendor Maintenance Form.
2. Be sure that all relevant information is included, such as vendor name, federal identification number or social security number, and corporate address.
3. If it is available, please include a payment remit to address as well.
4. All forms must be accompanied by a completed W-9 form, which is provided by the vendor.
5. Scan the completed form and supporting documentation and send via email to the Financial Services Unit at jfs@mdcourts.gov.
(If a scanner is not available, the completed form and supporting documentation can also be sent through interoffice mail to the Financial Services Unit.)
6. For non-RCS vendor issues, Financial Services will notify the requester via email when action is complete.

Additional Steps for RCS Vendor Maintenance Forms:

7. Financial Services staff will forward all forms received by the courts for the RCS system to the Revenue unit.
8. Revenue staff will review and complete the DBF Vendor Maintenance Form as required and provide it to Financial Services for entry into the AS400/FMIS.
9. Financial Services will notify Revenue staff via email when action is complete.
10. Revenue staff will enter or perform maintenance on the vendor in the RCS system using instructions provided by the JIS RCS team.
11. Due to other RCS disbursement tables that may require updates as well, Revenue staff will complete a help desk ticket referencing : RCS Vendor Table information needs to be updated. Please contact DBF Revenue.
12. The JIS RCS team should contact Revenue and determine what, if any, actions are required on related tables and perform such actions.
13. Upon closure of the help desk ticket, Revenue staff will inform the courts via email of the completion of their request.