



Maryland Judiciary  
Department of Budget & Finance  
Systems and Fiscal Compliance

# GEARS Vendor Maintenance Form /W-9

## SECTION A – VENDOR GENERAL INFORMATION

### Type of Request

- Add New Vendor     Change / Update Record     Inactivate
- Add New Mai Code     Add Purchasing Address     Reactivate

## SECTION B – VENDOR DETAILS

Vendor / Payee Name \_\_\_\_\_ Federal ID / Social Security Number \_\_\_\_\_

Business Name (If Different) \_\_\_\_\_

### Address Type

- Primary / Corporate- W-9
- Payable - Remitting
- Purchasing – Ordering
- Payable - Invoicing
- Purchasing – Bill To

Street address \_\_\_\_\_

City \_\_\_\_\_ State, Zip Code \_\_\_\_\_

Email address \_\_\_\_\_ Primary phone number \_\_\_\_\_

FAX number | Other phone number \_\_\_\_\_ Other information \_\_\_\_\_

Comments/Special Instructions: \_\_\_\_\_

\_\_\_\_\_

Department/ Court Location \_\_\_\_\_ Submitted By \_\_\_\_\_

**For Department of Budget and Finance (DBF) Only:**

<input type="checkbox"/> W-9 Attached	Special Handling Code _____	Date Received _____
<input type="checkbox"/> 1099 Indicator – YES		GEARS Vendor ID _____
<input type="checkbox"/> 1099 Indicator – NO	New Mail Code _____	_____
Entered By: _____		Date _____
FMIS Confirmation / Approval By: _____		Date _____

PLEASE RETURN FORM TO JFS@mdcourts.gov