

University of Kentucky

UKnowledge

Correspondence

SEAALL Archive

12-13-1999

Note to Diana Osbaldiston regarding vendors, December 13, 1999

Sally Wambold

Follow this and additional works at: https://uknowledge.uky.edu/seaall_cor



Part of the [Law Librarianship Commons](#)

Right click to open a feedback form in a new tab to let us know how this document benefits you.

Repository Citation

Wambold, Sally, "Note to Diana Osbaldiston regarding vendors, December 13, 1999" (1999).

Correspondence. 1733.

https://uknowledge.uky.edu/seaall_cor/1733

This Correspondence is brought to you for free and open access by the SEAALL Archive at UKnowledge. It has been accepted for inclusion in Correspondence by an authorized administrator of UKnowledge. For more information, please contact UKnowledge@lsv.uky.edu.



UNIVERSITY OF RICHMOND
FOUNDED 1830

Law Library

FAX NUMBER 803 777 9405TO Diana OsbaldistonDATE 12-13-99NUMBER OF PAGES TO FOLLOW: 4 + COVERFROM Sally WarboldTELEPHONE 804-289-8226NOTES _____

If you have any problems receiving this fax, please call (804)289-8931

Matthew Bender & Co., Inc.
Shepard's Company
Finance Department
1275 Broadway
Albany, New York 12204

October 7, 1999

Dear Vendor:

EFT ENROLLMENT

Effective immediately, Matthew Bender & Co, Inc. and Shepard's will be converting to electronic banking through the Automated ClearingHouse (ACH) network. This will offer your company immediate cash flow benefit and delayed, lost, stolen or misplaced checks would be eliminated. To assist in the transition, we would ask that you fill out the attached form and return it in the self addressed envelope.

Please allow 14 days for Electronic Funds Transfers to become active. You will be notified of all Electronic Funds Transfers made to you via email. Once direct deposit has begun, it will remain in effect unless you submit a written cancellation notice to Matthew Bender & Co, Inc./Shepard's Company or we notify you that service is no longer available. We trust you will find ACH a prompt and reliable method for receiving payments. We look forward to your participation. If you have any questions, please contact Jennifer Rentz at (518) 487-3512 or jennifer.m.rentz@bender.com.

W-9 REQUEST

In an effort to keep within IRS guidelines, we are supplying you with a form W-9 to be filled out, signed and returned in the enclosed envelope. Form W-9 is used to certify your taxpayer identification number (TIN) for our records. Our records indicate that we do not have a current W-9 on file for you. **Failure to supply this information may result in delay of payments to you. Vendors who refuse to submit their TIN will be subject to backup withholding tax.** We ask that you please take a moment to review the information on the label attached to the upper right of the form to ensure it is correct. Please make corrections by crossing out incorrect information and supplying it in the appropriate box to the left. If you have any questions, please contact Stefan Parker at (518) 487-3433 or sparker@bender.com.

Thank you for your cooperation and assistance.

Enclosures: 3

LEXIS Publishing™

LEXIS•NEXIS® • MARTINDALE-HUBBELL™
MATTHEW BENDER® • MICHE® • SHEPARD'S