



NEW VENDOR REQUEST FORM

All sections must be completed; otherwise invoice payments will be delayed.

New

Update

Reactivate

VENDOR DETAILS					
Invoices should be emailed to accountspayable@gwrr.com.					
Statements, inquiries and correspondence should be emailed to apcorrespondence@gwrr.com.					
To be completed by Vendor	Company Name				
	DBA Name			Form W-9 attached	
	Main Address				
	Remittance Address				
	Accounting Contact Name	Phone		Email	
	Purchasing Contact Name	Phone		Email	
	PAYMENT DETAILS				
*****Genesee & Wyoming standard payment terms are Net 30*****					
EFT	<input type="checkbox"/>	Completed EFT form along with a voided check or letter from your financial institution confirming your account and routing number are required.			
Credit Cards Accepted	<input type="checkbox"/>	Credit card fee amounts			

DESCRIPTION OF MATERIALS/SERVICES TO BE PROVIDED					
As per company policy, purchases under \$2,500 should be charged to a Corporate Card and purchases over \$2,500 should be on a PO.					
To be completed by G&W requestor	What will vendor be used for:				
	Related Party	<input type="checkbox"/>	No	<input type="checkbox"/>	Description
REQUESTOR					
Name			Company/ Railroad		
Financial Manager Name			Department		
Financial Mgr Signature			Date		

ACCOUNTING USE ONLY									
To be completed by AP	Legal Entity	4505	<input type="checkbox"/>	8770	<input type="checkbox"/>	9901	<input type="checkbox"/>	9902	<input type="checkbox"/>
	Vendor account			LOB			Group		
	Method of Payment				Payment Terms				
	1099 Vendor	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	1099 Box			
	Default Dept/BU/Approver								
	Approved By					Date			



Genesee & Wyoming Inc. 200 Meridian Centre, Suite 300 Rochester, NY 14618

REQUEST FOR ELECTRONIC PAYMENTS

Genesee & Wyoming Inc. and Subsidiaries offers Electronic Funds Transfer (EFT) as a method of payment to our vendors. Payments will be electronically deposited to your designated bank account and remittance details will be sent via e-mail.

If you are interested in receiving your payments electronically, please complete the information below and return this form **along with a voided check or a letter from your financial institution confirming your banking information.**

Vendor Name _____

G&W Vendor ID _____
Located on the check stub to the right of the Vendor Name.

Vendor Tax ID (EIN or SSN) _____

Banking Information:

Bank Name _____

Routing/ABA Number _____ (must be 9 Digits)

Bank Account Number _____

Previous Bank Account Number (if updating) _____

EFT Remittance Email _____

Vendor Contact Information:

Name _____

Phone _____

E-mail _____

Authorized by (*Please Print*) _____

Signature _____

Title _____ Date _____

Please return the completed documents to apcorrespondence@gwrr.com or fax to (585)785-6120.

For internal use only: Verbal Confirm performed by _____ Date _____

Notes: _____

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2	Business name/disregarded entity name, if different from above.		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>	
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>		
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	6	City, state, and ZIP code		
	7	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
				-					
or									
Employer identification number									

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they