

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the '**hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



Spokane County Head Start/ECEAP/EHS REQUEST FOR VOLUNTEER VENDOR NUMBER

Date:

To: Accounts Payable
MS 1006

Re: Request for Volunteer Vendor Number

Attached is a W-9 Request for Taxpayer Identification Number and Certification form for our HS/EHS/ECEAP volunteer. Please generate a volunteer vendor number and e-mail it to the staff person initiating the request listed below and Connie Harper.

Volunteer name *(please print)* _____

Staff initiating request *(please print)* _____

Phone number _____

Site _____