

**W-9 INSTRUCTIONS** (revised 11-16-09)

The San Francisco Controller's Office procedure for processing newly appointed court professionals (i.e. attorneys, expert witnesses, private investigators, transcribers, translators etc), also called vendors is as follows. When an attorney is new to the panel or retains a new professional to assist with a case, the professional should forward their information to the address below as soon as possible to facilitate payment.

Before a new vendor can be added to the citywide system and a check can be issued, it is mandatory that they fill out a W-9 form and return it to the following address:

San Francisco Superior Court  
Attention: Colleen Camerlo, Senior Fiscal Technician  
400 McAllister Street, #517  
San Francisco, CA 94102.

To expedite this process, the vendor may FAX the information to Colleen Camerlo at 415-551-5701 and then mail the W-9 with the original signature to the address above. Please include a cover letter with the vendor's contact information and type (e.g. attorney, expert witness, private investigator, transcribers, translators, etc.) with your FAX and mailing.

The vendor will receive payment for services and ultimately a 1099 form in the exact name on the W-9 form. If the company name or address changes, a new W-9 must be submitted.

Refusal to fill out this form and return it will delay payments to new vendors.