

# INFORMATION ESSENTIAL FOR INVOICE PAYMENT FOR FIRMS HAVING NEVER BEEN A PRIME

If you have been selected for performing services for TDOT, you **must promptly complete a W-9 form and an ACH form** and submit to our **Finance Office** in order to set up your **vendor file data** for invoice payment purposes:

Please send your completed forms to:

Email: [Vendormaint@tn.gov](mailto:Vendormaint@tn.gov)

Phone: 615-741-9745

Fax: 615-532-2332

Link to Division of Accounts Job Aids: <http://www.tn.gov/finance/article/fa-acffin-swa>

Please use brackets with term [Secure Email] in the the subject of emails to encrypt the email. An example of a subject line would be " [Secure Email] Update ACH Information."

If the **address of your billing office** changes, you must inform our **Finance Office** of this change in writing on your **old letterhead**. You should submit this notification by fax or mail to:

Email: [Vendormaint@tn.gov](mailto:Vendormaint@tn.gov)

Phone: 615-741-9745

Fax: 615-532-2332

Vendor Maintenance F&A Accounts  
Snodgrass Tennessee Tower, 21st Fl  
312 Rosa L Parks Ave  
Nashville, TN 37243-1102

If you are already under contract with TDOT and your company name changes, please see the appropriate section at <http://www.tn.gov/tdot/article/consultantinfo-forms> and follow the instructions to update your prequalification form. For assistance, please call (615)741-4460.