

**WAYNE COUNTY**  
**Address Book Request**

**Action:**

☐ Add    ☐ Change    ☐ Inactivate

**Long Address**    # \_\_\_\_\_

**Business Unit**    \_\_\_\_\_

**Address Number** \_\_\_\_\_ (Not required for an Add)

**Remit Address #:** \_\_\_\_\_

**Alpha Name** \_\_\_\_\_

**Search Type** \_\_\_\_\_  
(see below)

Exact Legal Name - Used for Alphabetical Search  
(Examples: Person – Last Name, First Name, Corporation – Company Name)

**Payables**    Y N

**Phone Number** (\_\_\_\_\_) \_\_\_\_\_

**Receivables**    Y N

**Fax/Other #** (\_\_\_\_\_) \_\_\_\_\_

**Cat Code 6** \_\_\_\_\_

**Mailing Name** \_\_\_\_\_  
(Name to appear on mailing/checks)

**Subldgr Inact** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Remittance Address (if different)**

**Mailing Address** \_\_\_\_\_  
\_\_\_\_\_

**URL (web address):** \_\_\_\_\_

**Postal Code** \_\_\_\_\_    **City** \_\_\_\_\_    **County** \_\_\_\_\_

**State** \_\_\_\_\_    **Country** \_\_\_\_\_

**Validate ACH change info thru phone call** \_\_\_\_\_    **Name** \_\_\_\_\_    **Date** \_\_\_\_\_

*1099 Information*

**Tax ID /SSN** \_\_\_\_\_

**Person    Corporation    Non-Corporation**

(Tax ID required for all Vendor/Supplier records and Attorney records)

	Signature	Title	Phone	Date
Dept - Requester				
- Approver				
M&B Approval				
Input By				

**Search Types**    V = Vendor/Supplier    R = Remit to    C = Customer    D = Deliver to    F = Facilities    IN = Inactive  
E = Employee    ATT = Attorney    JDG = Judge    ER=Equipment Repair    EFT=Electronic Fund Transfer

Please verify that the information above matches the vendor's W9 or W8-BEN. Email the completed form along with the vendor's W9 or W8-BEN to [WCInvoices@WayneCounty.com](mailto:WCInvoices@WayneCounty.com) and [wmoore@WayneCounty.com](mailto:wmoore@WayneCounty.com).

Revised: May 26, 2023

## INSTRUCTIONS

### Address Book Request Form

**Overview** – This form is used for any additions or changes to the JD Edwards Address Book. Complete the required fields as described below, and provide the Requested by information, then fax the completed form to M&B Accounts Payable.

1. Long Address # (optional) – this field is used by some departments to track a special identifier (e.g. Courts use it for an attorney identifier).
2. Action – indicate whether you are requesting to add, change or delete an Address Book Record.
3. Business Unit (optional) – for special use records, a business unit can be associated. Users without access to that business unit, based on business unit security restrictions, then could not see the record.
4. Address Number (required for Change actions) – to change an existing record, the Address Number must be provided.
5. Remit Address # - to establish a new Remittance address for a vendor, provide the Address Book number of the remittance address, if it already exists in JD Edwards.
6. Alpha Name – The legal name of the vendor must be provided.
7. Search Type – the code relating to the type of Address Book record being added.
8. Payables – indicate ‘Y’ if the record will be used for payments; ‘N’ if not.
9. Phone Number (optional) – provide the relevant phone number.
10. Receivables – indicate ‘Y’ if the record will be used for receivables; ‘N’ if not.
11. Fax/Other # (optional) – provide a fax number.
12. Mailing Name – provide a name for mail and checks
13. Subldgr Inact (optional) – Code ‘I’ designates an inactive subledger.
14. Email Address) – provide an email address.
15. Mailing Address – Use two lines to provide the mailing address
16. Remittance Address – if the vendor has a separate address for payments, provide it here.
17. Web Address – if the vendor has a URL or Web Address provide it here.
18. Postal Code – provide the zip code.
19. City/State – provide the associated city and state for the record
20. Tax ID/SSN - provide the vendor’s tax ID (if an entity) or social security number (if an individual), if required. Don’t provide the social security number for an employee unless payments other than reimbursements are to be made.
21. Country/County – provide the associated Country and County for the record
22. Person/Corporation – Indicate whether the entity being added is a person or a corporation.