



**Dear Valued Appraiser,**

Valuation Management Group (VMG) is pleased to offer direct deposit. Direct Deposit is safe, easy and convenient.

**Direct Deposit helps you in many ways:**

- It saves you trips to your financial institution.
- It saves you time depositing or cashing checks—no long payday lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster—reduces the possibility of overdrafts.
- Your pay is deposited into your account even when you're on vacation or otherwise.

**Here's how Direct Deposit works:**

Based on the enclosed schedule, your payment will be directly deposited into your account on record. The amount of the deposit will be emailed to you and it will appear on online banking as well as your banking statements for verification.

The VMG ACH Authorization Form, which is included, gives VMG the authority to deposit your payment to your account. Please complete the VMG ACH Authorization Form, W9, and attach a voided check and mail to:

Valuation Management Group  
Attn: Accounting Department  
1640 Powers Ferry Rd SE, Bldg 15, Ste 100  
Marietta, GA 30067

OR

Upload completed VMG ACH Authorization Form, W9 and copy of voided check to SecureVault email at <https://mail.4securemail.com/securevault> you will use [vmg@4securemail.com](mailto:vmg@4securemail.com) for the Recipient Address. Please only use this form of email delivery for your security.

Thank you for your partnership.

Eileen Kile  
Valuation Management Group  
Vendor Management  
678-426-5377



# ACH Authorization Form

All information is required

Voided check and completed form should be mailed to address below Attn: Accounting Department

OR Upload completed VMG ACH Authorization Form to SecureVault email at <https://mail.4securemail.com/securevault> you will use [vmg@4securemail.com](mailto:vmg@4securemail.com) for the Recipient Address.

Please **do not email**, as regular email is not a secure form of communication.

Company Authorized to Debit/Credit Account:

Valuation Management Group, LLC  
Authorized COMPANY Name

678-483-4420 / TF 866-799-7488  
Phone #

1640 Powers Ferry Rd SE, Bldg 15 Ste 100  
Authorized COMPANY Address

Marietta, GA 30067  
City, State & Zip

Account Holder Information:

\_\_\_\_\_  
Account Holder Name

\_\_\_\_\_  
Phone #

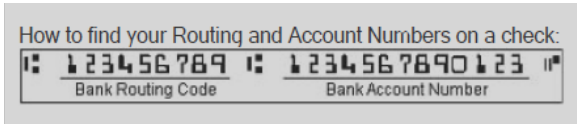
\_\_\_\_\_  
Account Holder Address

\_\_\_\_\_  
City, State & Zip

Account Holder's BANK Information:

\_\_\_\_\_  
BANK Name

\_\_\_\_\_  
BRANCH City, State & Zip



BANK ROUTING CODE \_\_\_\_\_

CHECKING ACCOUNT # \_\_\_\_\_

SAVINGS ACCOUNT # \_\_\_\_\_

AUTHORIZATION:

I hereby authorize Valuation Management Group, LLC "COMPANY", to initiate credit entries, and if necessary, debit entries and adjustments for any credit entries in error to either my CHECKING or SAVINGS account indicated above, with \_\_\_\_\_(BANK Name), hereinafter called BANK, to credit or debit the same to such account.

Payments will be made by ACH (Automated Clearing House).

This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and BANK a reasonable opportunity to act on it.

\_\_\_\_\_  
APPRAISER NAME

\_\_\_\_\_  
EMAIL ADDRESS TO SEND DEPOSIT NOTIFICATION

\_\_\_\_\_  
APPRAISER SIGNATURE

\_\_\_\_\_  
DATE

**ATTACH VOIDED CHECK**

## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <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"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### 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).

**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 on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

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

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.