



**Dear Valued Appraiser,**

Valuation Management Group (VMG) is pleased to offer direct deposit as our **preferred** appraiser payment method. Direct deposit is **safe, easy and convenient** and we strongly encourage your participation.

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

- Your money is deposited in your account several days sooner—reducing the possibility of overdrafts.
- 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 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 and files paid will be emailed to you a day or more in advance and 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,

Valuation Management Group  
Vendor Management  
[info@vmgappraisals.com](mailto:info@vmgappraisals.com)  
1-866-799-7488



# 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 (VMG) "COMPANY", to initiate credit entries to either my CHECKING or SAVINGS account as indicated above. In the event that VMG deposits funds erroneously into my account, I authorize VMG to debit my account for an amount not to exceed the original amount of the erroneous credit.

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>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> 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 line 1 to avoid backup withholding. For individuals, this is generally 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.

<b>Social security number</b>									
				-			-		
<b>or</b>									
<b>Employer identification number</b>									
				-					

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

## 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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 3.

<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.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.