



# MADISON COUNTY BOARD OF SUPERVISORS

125 West North Street • Post Office Box 608  
Canton, Mississippi 39046  
601-855-5500 • Facsimile 601-855-5759  
[www.madison-co.com](http://www.madison-co.com)

Date

Vendor

Address

To Madison County Vendors:

As a vendor for Madison County, the service you provide to our citizens is greatly appreciated. In order to deliver you the same quality of service, we are offering electronic payments through your financial institution's ACH program which we feel is the most efficient and effective method of payment.

Advantage of electronic payments to the vendor are:

- Electronic payments are made before checks can be mailed.
- Vendor's payment is available the next business day, once approved by the Board of Supervisors.
- There is no cost to the vendor for electronic ACH payments.

To receive electronic payments, we are requesting that you:

- Fill out the enclosed ACH form and return to [comptroller@madison-co.com](mailto:comptroller@madison-co.com) or mail to Comptroller, Post Office Box 608, Canton, Mississippi 39046 (See Attachment).
- Provide an updated W-9. (See Attachment)
- Submit your invoice to the Comptroller's Office by e-mail to [comptroller@madison-co.com](mailto:comptroller@madison-co.com)
- Make certain that your invoice contains a Purchase Order (PO) number, if a PO number was not issued, please note on the invoice the department and/or contact person to whom your product or service was delivered.

We appreciate your participation with electronic payments and look forward to working with you in providing Madison County's citizens the best services available.

If you have any questions, please call Shelton Vance, County Administrator, at 601-855-5502.

Sincerely,

Shelia Jones, District 1  
Board President  
Attachments