



## Direct Deposit Signature Requirements

Processing direct deposit requests is a high-risk activity for the Idaho State Controller's Office. The potential for fraud warrants a high degree of scrutiny.

Requests to setup or update direct deposit information for an Idaho state vendor require a Combined Substitute W-9 form with one of two accepted forms of signature.

- **Physical Signature** – Hand signed Combined Substitute W-9; scanned or physical copy.
- **Digital Signature** – Combined Substitute W-9 with a digital certification from a CA.

**Note:** Signatures must be dated within 6 months of form submission.

### Physical Signature:

The SCO accepts direct deposit requests that include a hand signed copy of the vendor's Combined Substitute W-9 form. As long as the form is signed, the SCO will accept a scanned or physical copy.

**Note:** Physical signatures must be hand written; typed signatures are not accepted.

### Digital Signature:

- **Definition:** Digital Signatures are a form of electronic signature. Through the use of audit trails or hex key verification, digital signatures provide evidence of the signer's intent to execute or accept an agreement.

**Note:** The SCO has authorized the use of electronic signatures pursuant to IC 28-50-107.

- **How it works:** Utilize a Certificate Authority (CA) of your choice to facilitate your Digital Signature. The SCO requires the signature be accompanied with a CA backed audit trail or other form of enforceable signature certification. We have taken the liberty of listing a few organizations that provide CA services below.
- **CA Examples:**
  - [DocuSign](#)
  - [Verisign](#)
  - [Adobe Sign](#)

