



Greater Twin Cities  
**UNITED WAY**

## File Naming Conventions / Schemes Guidelines For Vendor Setup Forms (W9, ACH, & ACH Backup)

### W-9 Naming (One Location)

Format: Program Name W9

Example File Name: Primrose School W9

### W-9 Naming (Multiple Locations)

Format: Program Name - Location W9

Example File Name: Primrose School - Apple Valley W9

### ACH Naming (One Location)

Format: Program Name ACH

Example File Name: Primrose School ACH

### ACH Naming (Multiple Locations)

Format: Program Name - Location ACH

Example File Name: Primrose School - Apple Valley ACH

### Voided Check Naming (One Location)

Format: Program Name Voided Check

Example File Name:

Primrose School Voided Check

### Voided Check Naming (Multiple Locations)

Format: Program Name - Location Voided Check

Example File Name:

Primrose School - Apple Valley Voided Check

### Bank Info Naming (One Location)

Format: Program Name Bank Info

Example File Name:

Primrose School Bank Info

### Bank Info Naming (Multiple Locations)

Format: Program Name - Location Bank Info

Example File Name:

Primrose School - Apple Valley Bank Info

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## For Invoicing

### Invoicing Naming (One Location)

Format: Program Name – Invoice PW I or PWII- Service period

Example File Name: Primrose School Invoice PWI - 7.8 - 7.21.24

Example File Name: Primrose School Invoice PWII - 7.8 - 7.21.24

### Invoicing Naming (Multiple Locations)

Format: Program Name – Location – Invoice PWI or PWII- Service period

Example File Name: Primrose School-Apple Valley Invoice PWI- 7.8 - 7.21.24

Example File Name: Primrose School-Apple Valley Invoice PWII- 7.8 - 7.21.24

You can now upload documents to our online secure portal at:

[Secure Dropbox for Document Upload](#)