

UAN Conversion - Worksheet No. 1

Entity Information

Entity Information

Entity Name:	
Entity Type:	
County:	
UAN Entity ID:	
Ohio Tax ID #	
Federal Tax ID #	

Entity Contact Information

Address	
City, State, Zip	
Phone	
Fax	
Email	

Fiscal Officer

Name	
Assistant 1	
Assistant 2	

UAN Conversion Worksheet No. 2

Checking Account Information

Account

Name	
Number	
Description	

Details

Primary or Secondary Type	
Interest Bearing (Y/N)	

Bank

Name	
Address	
City, State, Zip	
Phone	
Contact:	
Phone	
Fax:	

****For secondary checking accounts only:**

Cash Balance as of January 1st of the current year: \$ _____

UAN Conversion Worksheet No. 4

Investment Information

Complete for all investments owned on 01/01/20XX (current year)

Account

Name (for UAN software only)	
Number	
Description	
Type (Treasury Bill, Certificate of Deposit, or Other)	
Multiple funds (Pooled) Yes/No	

Details

Reinvest interest receipts? OR post interest to the primary checking account?	
*Interest Rate %	%
Date Purchased	
Maturity Date	
Investment cash balance on 01/01/20XX (current year)	\$
Fund: (applies only to Non-Pooled Investments)	

Bank

Name	
Address	
City, State, Zip	
Contact Name	
Phone & Fax number	

UAN Conversion Worksheet No. 5

Vendor / Payee Information

Vendor / Payee

Name	
Description	
Terms	
Account #1	
Account #2	

"Available in" which transaction areas?

Accounting Purchases & Payments? Yes/No	
Accounting Purchases Bill To / Ship To? Yes/No	
Accounting Receipts? Yes/No	
Payroll Withholdings? Yes/No	
Inventory Yes / No	

1099 Information

Is a 1099 Required? Yes / No	
If yes, Tax ID or Social Security No.	

Vendor Location:

Description	
Address	
City, State, Zip	
Contact Name	
Work Phone, Cell & Fax numbers	
Email	

