

PLEASE  
DO NOT  
STAPLE

# Statewide Payee Registration Washington State

## STEP 1: Is this a NEW registration or CHANGE to an existing registration (check one)?

NEW REGISTRATION

CHANGE to EXISTING REGISTRATION – complete the ENTIRE form and check below what is updated:

Name/DBA    Address    Contact Information    Email    Payment Options    Direct Deposit    Additional Information

If you know your Statewide Vendor Number, enter it here: \_\_\_\_\_

## STEP 2: Enter information about the payee and contact person

Legal Name of Payee as it appears on federal tax forms (see W-9)

SSN                      OR                      EIN

Business Name, if different from Legal Name above – e.g. Doing Business As (DBA) Name

Contact Person

(    )                      -                      Ext.

Mailing Address

Contact Telephone Number

(    )                      -

City, ST and Zip Code

Contact Fax Number

Email to receive Statewide Vendor Number and payment notifications

Agy#/Owner-Int./System/Identifier STATE USE ONLY

Type of Business

## STEP 3: Select Payment Option:

Direct Deposit to bank (recommended) or     Check in US mail (terminates any previous banking information on file)

## STEP 4: For Direct Deposit, complete all fields below and sign

Financial Institution Name – must be a US institution

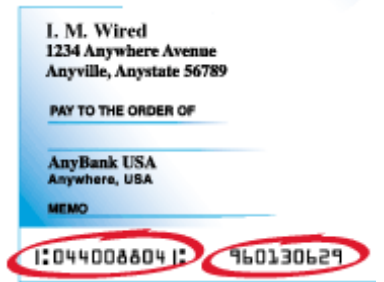
(    )                      -  
Financial Institution Phone Number

Routing Number – see example at right

Account Number – see example at right

In addition to providing your banking information on this form, you may also attach a voided check.

Account Type:  Checking or  Savings (Checking will be used if neither box is marked.)



↑  
routing number  
(nine digits)

↑  
account number  
(can vary in length)

### Authorization for Direct Deposit:

I hereby authorize and request Consolidated Technology Services (CTS) and the Office of the State Treasurer (OST) to initiate credit entries for payee payments to the account indicated above, and the financial institution named above is authorized to credit such account. I agree to abide by the National Automated Clearing House Association (NACHA) rules with regard to these entries. Pursuant to the NACHA rules, CTS and OST may initiate a reversing entry to recall a duplicate or erroneous entry that they previously initiated. I understand that, if a reversal action is required, CTS will notify this office of the error and the reason for the reversal. This authority will continue until such time CTS and OST have had a reasonable opportunity to act upon written request to terminate or change the direct deposit service initiated herein.

Authorized Representative (Please Print)

Title

SIGNATURE of Authorized Representative

Date

**STEP 5: Complete and sign the Request for Taxpayer Identification Number (W-9)**

Substitute Form <b>W-9</b>	<b>Request for Taxpayer Identification Number and Certification</b>	
<b>1. Legal Name</b> (as shown on your income tax return)		
<b>2. Business Name, if different from Legal Name above</b> – e.g. Doing Business As (DBA) Name		
<b>3. Check ONLY ONE box below (see W-9 instructions for additional information)</b>		
<input type="checkbox"/> Individual or Sole Proprietor  <input type="checkbox"/> LLC filing as a sole proprietor  <input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation  <input type="checkbox"/> S-Corp	<input type="checkbox"/> LLC filing as Corporation  <input type="checkbox"/> LLC filing as Partnership  <input type="checkbox"/> LLC filing as S-Corp
<input type="checkbox"/> Non Profit Organization  <input type="checkbox"/> Volunteer  <input type="checkbox"/> Board /Committee Member	<input type="checkbox"/> Local Government  <input type="checkbox"/> State Government  <input type="checkbox"/> Federal Government (including tribal)	<input type="checkbox"/> Tax-exempt organization  <input type="checkbox"/> Trust/Estate
<b>4. For Corporation, S-Corp, Partnership or LLC, check one box below if applicable:</b>		
<input type="checkbox"/> Medical <input type="checkbox"/> Attorney/Legal		
<b>5. If exempt from backup withholding, check here:</b> <input type="checkbox"/>		
<b>6. Address</b> (number, street, and apt. or suite no.)	<b>For office use</b>	
<b>7. City, state, and ZIP code</b>	The Legal Name, Address and TIN must be filled in completely and the document signed for the forms to be accepted.	
<b>8. Taxpayer Identification Number (TIN)</b>		Social security number
<b>Enter your EIN <u>OR</u> SSN in the appropriate box to the right (do not enter both)</b> For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).		OR
<i>NOTE: The EIN or SSN must match the Legal Name as reported to the IRS. For a resident alien, sole proprietor, or disregarded entity, or to find out how to get a Taxpayer Identification Number, see the W9 Instructions. If the account is in more than one name, see the W9 Instructions for guidelines on whose number to enter.</i>		Employer identification number
<b>9. Certification</b>		
Under penalty of perjury, I certify that:		
<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• I am a U.S. person (including a U.S. resident alien).</li> </ul>		
<b>SIGNATURE of U.S. PERSON</b>		Date

**STEP 6: Submit**

**For fastest service, PRINT, SIGN, FAX to: 360-664-3363**  
 or mail to: Statewide Payee Desk, PO Box 41450, Olympia WA 98504-1450  
<http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>