Tips on Registering for your Statewide Vendor Number

- Preceptors please do not provide your employers information on this form.
- Unless otherwise marked do not skip any questions. If the registration is missing any information OFM will no complete your registration and you will not receive a vendor number.
- These instructions are not intended to replace any instructions provided directly from OFM. If you need further assistance with this form, please reach out directly to OFM's customer service team.

Part B – Vender/Payee Registration

- 1. Your legal name as shown on your income tax return
- 2. Skip #2 you cannot be paid by the Commission using a business SWV
- Check: Individual/Sole Proprietor only
- 4. Skip #4
- Your personal address on file with the IRS
- 6. City, State, Zip
- 7. Check: For individuals, this is your social security number. Fill in Social Security Number
- Sign the form



SIGNATURE OF U.S. PERSON (No electronic, stamped or inserted signatures)

Part A: The name registered must be the same as the preceptor's name listed on the Certification of Hours form. Part A: The name registered must be the same as the preceptor's name listed on the Certification of Hours form. Part B: Vendor/Payee Registration Request for Taxpayer Identification Number and Certification – Substitute Form W-9 1. Legal Name (as shown on your income tax return): 2. Business Name, if different from Legal Name above – e.g., Doing Business As (DBA) Name: n/a 3. Check ONLY ONE box: Individual/Sole Proprietor (Including LIC-Sole Proprietor) Corporation (Including S-Corp, LIC-S-Corp and LIC-Corp) Board/Committee member State Government Federal Government (including Tribal) Attorney/Legal 5. Legal Address (number street and apt or suite no) This should be the address on file with the IRS: 6. City, State, Zip: 7. Tax Identification Number (TIN) PLEASE CHECK ONE For individuals, this is your social security number (SIN) For other entities, this is your social security number (SIN) For other entities, this is your social security number (SIN) Revenue Service (IRS) that I am subject to backup withholding be causes (a) I am exempt from backup withholding, or (b) I have not been notified by the In Revenue Service (IRS) that I am subject to backup withholding, and III. I am not subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS notified me that I am no longer subject to backup withholding, and III. I am a U.S. person, including a U.S. resident alien (defined in the W-9 instructions to be found at www.irs.gov), and IV. The FATCA code(s) entered on this form (if any linicating that I am exempt from FATCA reporting is correct. Certification in surfaces on time a 2 above if you have been notified by the parent of this document of the that the certifications required to a provision of this document of the that the certifications required to a provision of this document of the that the certifications required to a provision of t	PLEA	ASE DO NOT STAPLE	
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Rev. 06/24/2023

Date: This form is valid for 90 days