

## **Vendor/Payee Form**

Agency: OMES Vendor Management requires the following information for all new non-registered vendors (payees) before payments may be processed. Information is used to establish the payee in the State's PeopleSoft vendor file for payment and procurement activities.

## DO NOT use this form for:

- Garnishment Payees: Use OMES Form GarnVendor
- State Employees: Use OMES FORM Employee Vendor Request
  Vendors pending contract award to a solicitation released by the division of Central Purchasing or another Oklahoma state agency MUST first register online with the state unless exempt per statute. For additional information, please refer to Central Purchasing Vendor Registration.

## **AGENCY SECTION** (To be completed by state agency representative):

State agency representative should provide form to payee for completion of the vendor section shown below. Upon receipt of the

•	n@omes.ok.go	•	•	uctions	below. Plea	se eman comp	neteu an	ia signea form to	
Agency Nan	ne				Contact Nai	me			
Phone #		Fax #			Email				
Agency Req	<b>juest To –</b> Please	select all applic	able request types	;					
☐ Add New Vendor		☐ Update Existing Vendor F		Peop	PeopleSoft 10-digit Vendor ID				
☐ Add New Address		☐ Change Address/Location		Peop	PeopleSoft Address #			PeopleSoft Location #	
☐ Change Vendor Tax ID		☐ Change Vendor Name		□ A	☐ Add Alternate Payee Name			PeopleSoft Location #	
☐ Other	Explain								
Vendor 109 Reportabl Status	e listed on pa	age 3 of this forn		incorrectly	y showing as <sup>?</sup>	1099 Reportable,	check the	ayee are represented by Account e <b>Remove</b> box. The PeopleSoft s this vendor:	
□ A d d.	☐ 1 - Rents			☐ 2 - Royalties			☐ 3 – Other Income		
☐ Add: ☐ Remove:		☐ 6 - Medical & Health Care			$\square$ 7 - Non-Employee Compensation			☐ 10 - Crop Insurance Proceeds	
□ Keillove.		☐ 14 - Gross Proceeds to an Attorney							
		\	ENDOR/PAYEE S	ECTION (7	Γο be comple	ted by vendor/pa	ayee)		
Please print	t legibly or type t	his information	Form must be co	mpleted	and signed b	y authorized ind	ividual. E	mail or fax to requesting state	agency.
			sted information fo ords for the busine					ate agency. All information shou nent.	ld
Namo	·	_	·			Contact Name		·	

Please pri	int legibly or type	e this informati		must be completed	•	•		, ,,	payee) ndividual. Email or fax to requesting state agency.	
				formation for the pay r the business, indiv					Oklahoma state agency. All information should eiving payment.	
Name							Contact Name			
Payee Leg	gal Name for Busi	ness, Individual	or Govern	nment Entity as filed	with IR	s	Cont	act Title		
DBA Name							Phone #			
Doing Business As "DBA", or Disregarded Entity Name if different than Legal Name						me	Fax#			
Tax Identification Number (TIN) and Type: ☐ Federal Employer ID (FEIN) ☐ Social						pployer ID (FEIN) □Social Security Number (SSN)				
Business	Address Pleas	se provide prima	ary busine	ss address as filed v	vith the	U.S. Ir	ternal	Revenue	Service	
Address	City									
State			Zip+4		Rei		mittance Email			
Optional A	Addresses – Plea	ase select addre	ess type a	s applicable						
Type:	☐ Remitting	☐ Ordering	□ Prici	ng 🗆 Returning	□М	☐ Mailing		Other:		
Address City										
State			Zip+4		Re		emittance Email			
	•	,						•	ide financial information used for ACH Electronic State of Oklahoma online registration system.	
Name			Ti	tle			_	Email		

## W-9 SUPPLEMENTAL INFORMATION – ALL VENDORS OR PAYEES

	ested under U.S. Tax Laws. Failure to provide this in the state having to deduct backup withholding amo	formation may prevent you from being able to do business unts from future payments.							
U.S. Taxpayer Identification	n Number (TIN)								
Federal Employer Identification	on Number (FEIN)	If none, but applied for, date applied							
U.S. Social Security Number	(SSN)	If none, but applied for, date applied							
Entity Filing Classification:									
☐ Domestic (U.S.) Sole Prop	orietor or Individual   Domestic (U.S.) Partnership	☐ Domestic (U.S.) Corporation Type:							
☐ Limited Liability Company	Туре:								
LLC Disregarded Entity:	YES $\square$ NO Must be verified by LLC's tax divisi	ion. If applicable, parent name/tax id is required.							
☐ Domestic (U.S.) Other	Explain:								
☐ Foreign (Non-U.S.) Sole P	roprietor or Individual* 🛭 Foreign (Non-U.S.) Partners	ship*   Foreign (Non-U.S.) Type:							
☐ Foreign (Non-U.S.) Other*	Explain:								
FOREIGN VENDOR INSTRU	ICTIONS: * ADDITIONAL DOCUMENTATIO	N IS REQUIRED.							
Please submit the proper U.S. Internal Revenue Service (IRS) Form W-8, Certificate of Foreign Status. Select form below matching the payee's entity or individual description. Please refer to IRS for additional instructions ( <a href="https://www.irs.gov/pub/irs-pdf/iw8.pdf">https://www.irs.gov/pub/irs-pdf/iw8.pdf</a> ).									
<ul> <li>Form W-8BEN: Certifica http://www.irs.gov/pub/irs</li> </ul>	ate of Foreign Status of Beneficial Owner for United Sta 's-pdf/fw8ben.pdf	tes Tax Withholding and Reporting (Individuals).							
	<ul> <li>Form W-BEN-E: Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities).</li> <li><a href="http://www.irs.gov/pub/irs-pdf/fw8bene.pdf">http://www.irs.gov/pub/irs-pdf/fw8bene.pdf</a></li> </ul>								
- Form W-8ECI: Certificat States. http://www.irs.go	- Form W-8ECI: Certificate of Foreign Person's Claim That Income is Effectively Connected With the Conduct of a Trade or Business in the United States. <a href="http://www.irs.gov/pub/irs-pdf/fw8eci.pdf">http://www.irs.gov/pub/irs-pdf/fw8eci.pdf</a>								
	- Form W-8EXP: Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting. http://www.irs.gov/pub/irs-pdf/fw8exp.pdf								
	te of Foreign Intermediary, Foreign Flow-Through Entity s.gov/pub/irs-pdf/fw8imy.pdf	y, or Certain U.S. Branches for United States Tax Withholding and							
		u from the 30% (or lower percentage by treaty) non-resident us. For more information, refer to IRS Publication 519.							
SIGNATURE - AND SUBSTITUT	E IRS FORM W-9 CERTIFICATION								
Under penalties of perjury, I cer	rtify that:								
1. The number shown on this fo	orm is my correct taxpayer identification number (o	r I am waiting for a number to be issued to me), and							
Revenue Service (IRS) that I am	vithholding because: (a) I am exempt from backup w n subject to backup withholding as a result of a failu subject to backup withholding, and	vithholding, or (b) I have not been notified by the Internal ure to report all interest or dividends, or (c) the IRS has							
3. I am a U.S. citizen or other U.S. person (defined below), and									
4. The FATCA code(s) entered of	on this form (if any) indicating that I am exempt fror	m FATCA reporting is correct.							
withholding because you have For mortgage interest paid, acq	failed to report all interest and dividends on your ta quisition or abandonment of secured property, cano	ed by the IRS that you are currently subject to backup ax return. For real estate transactions, item 2 does not apply. cellation of debt, contributions to an individual retirement not required to sign the certification, but you must provide							
	Own to the first of the first o	-							
	Signature of Vendor Representative or Individual Pay	ee Date							
	Title of individual signing form for company								
	Vendor/Payee (Must be the same as Payee Name fro	om page 1)							

	NTS	☐ 1- RENTS (c			☐ 3 – OTHER INCOME			
	Rent of Office Space		of Motor V		552120 Incentive Awards – Monetary &			
532120	Rent of Land	532142 Lease	e of Motor \	Vehicles	Material			
532130	Rent of Other Building Space				552160 Incentive Payments – Oklahoma Horse			
532140	Rent of Equipment and Machinery				Breeders & Owners			
532150	Rent of Telecommunications Equip	☐ 2 – ROYALT	IEG		552170 Incentive Payments – Oklahoma Film			
532160	Rent of Electronic Data Processing	553170 Royal	ties		Enhancement Rebate			
	Equipment				553165 Current/Former Employee Reportable			
532170	Rent of Electronic Data Processing Software				Court Ordered or Legal Settlements			
532190	Other Rents				553220 Other IRS Reportable Income			
					,			
□ 6 МЕ	DICAL & HEALTH CADE DAVMENTS		515830	Home Health Ca	oro Sorvicos			
	EDICAL & HEALTH CARE PAYMENTS		515840	Ambulance Serv				
515530	Veterinary Services							
515700	Offices of Physicians (except Mental Health Sp		515850		atory Health Care Services			
515710	Offices of Physicians, Mental Health Specialist	S	515860		I & Surgical Hospitals			
515720	Offices of Dentists		515870	Psychiatric & Substance Abuse Hospitals				
515730	Offices of Chiropractors		515880	·				
515740	Offices of Optometrists		515890					
		) 	515900	•				
515750	Offices of Mental Health Practitioners (except F							
515760	Offices of Physical, Occupational & Speech Th	erapists, &	515910	Residential Mental Health & Substance Abuse Facilities				
	Audiologists		515920	Community Care Facilities for the Elderly				
515770	Offices of Podiatrists		515930	Other Residential Care Facilities				
515780	Offices of all other Miscellaneous Health Practi	tioners	537210					
515790	Family Planning Centers		551230	Laboratory Services & Supplies  Medical Services to Indigents (from agencies other than DHS)				
	, ,	O	551240	Medical Services to Indigents (from agencies other than DHS)				
515800	Outpatient Mental Health & Substance Abuse (	Jenters		, , , ,				
515810	Other Outpatient Care Centers		551250	Other Health Se	rvices to Indigents (from agencies other than DHS)			
515820	Medical and Diagnostic Laboratories							
□ 7 - NC	ON-EMPLOYEE COMPENSATION		515600	Telephone Call	Centers			
515010	Office of Lawyers		515610	Business Servic	e Centers			
	,		515620	Collection Agend				
515020	Offices of Notaries			-	0163			
515030	Other Legal Services		515630	Credit Bureaus				
515060	Accounting, Tax Preparation, Bookkeeping & P	ayroll Services	515640		Support Services			
515210	Payments for Contract Mentor Services		515650	Investigation & S	Security Services			
515220	Architectural Services		515660	Educational Ser				
515230	Landscape Architectural Services		515940	Individual & Fam				
			515950		d, Housing & Emergency & Other Relief Services			
515240	Engineering Services			•	• •			
515250	Drafting Services		515960		abilitation Services			
515260	Building Inspection Services		515970	Child Day Care				
515270	Geophysical Surveying & Mapping Services		515980	Arts, Entertainm	ent and Recreation			
515280	Surveying and Mapping (except geophysical) S	Services	515990	Other Services (	except Public Administration)			
515290	Testing Laboratories		517110		e – Employee Transfer			
			531150					
515300	Interior Design Services							
515310	Industrial Design Services		531160	•				
515320	Graphic Design Services		531170					
515330	Other Specialized Design Services		531190	,				
515350	Custom Computer Programming Services		531220	•				
515360	Computer Systems Design Services		531330					
515370	Computer Facilities Management Services		531500	Moving Expenses – General				
					Repair – Other Items			
515380	Other Computer Related Services		533100		•			
515400	Administrative Management & General Management	ement	533110		Repair of Buildings & Grounds (outside vendors)			
	Consulting Services		533120		Repair – Equipment (outside vendors)			
515410	Human Resources & Executive Search Consul	ting Services	533130	Maintenance & F	Repair of Telephone Equipment (outside vendors)			
515420	Marketing Consulting Services	J	533140		Repair of Data Processing Equipment (outside			
515430		culting Sorvings	220.10	vendors)	,			
	Process, Physical Distribution, & Logistics Con	Sulling Services	533150	,	Penair of Data Processing Software (autoide			
515440	Other Management Consulting Services		533150		Repair of Data Processing Software (outside			
515450	Environmental Consulting Services			vendors)				
515460	Other Scientific & Technical Consulting Service	es	533190	Maintenance & I	Repair – Employee Uniforms			
515470	Research & Development in the Physical, Engi		545110	Purchase of Lan	d Improvements			
	Sciences		545210		on in Progress) – Land Improvements			
515480		oc & Humanities	546210	,	ther Structures – Construction and Renovation			
	Research & Development in the Social Science	co α παιπαιπιιes		•				
515490	Advertising and Related Services		546220		nce and Repair of Equipment			
515500	Marketing Research & Public Opinion Polling		547110		dge Construction Expense – Contractual			
515510	Photographic Services		547120		d Repairs to Highways and Bridges			
515520	Translation & Interpretation Services		547210		nce and Renovation – Bridges			
515540	All other Professional, Scientific and Technical	Services	552100	Stipends – Othe				
	•	OCI VICES	552120		ls ("Incentive" payments)			
515550	Management of Companies & Enterprises							
	Office Administrative Services		552130		e Corps Stipends			
515560	Employment Placement Services		553160		Reportable Court Ordered or Legal Settlements			
515560 515570			554190	Voter Registration				
515570			334190	Voici regionane	OIT OCT VICOS			
515570 515580	Business Support Services		561140	Pollution Remed				
515570								
515570 515580 515590	Business Support Services Document Preparation Services							
515570 515580 515590 14 - G	Business Support Services							