



State of Oklahoma  
Office of Management and Enterprise Services  
Vendor Maintenance

Vendor/Payee Form

The State of Oklahoma requires the following information for all new vendors (payees) before any payments can be processed. This information is used to establish you in the State of Oklahoma PeopleSoft vendor file for payment and purchase activities.

- Use this form if adding or updating information for a State of Oklahoma Vendor Payee requiring a PeopleSoft Vendor Identification Number.
- Do not use this form for Vendors receiving garnishment payments. Please use OMES Form OSF\_GARNVEND located at: [http://www.ok.gov/OSF/documents/osf\\_garnvend.pdf](http://www.ok.gov/OSF/documents/osf_garnvend.pdf).
- Do not use this form for State employee reimbursement vendor requests. Please use OMES Form Add/Changes for Employees/Board Members located at: [http://www.ok.gov/OSF/documents/ap\\_emp\\_vend.pdf](http://www.ok.gov/OSF/documents/ap_emp_vend.pdf).
- Vendors pending contract award to a solicitation released by the Central Purchasing Division or other Oklahoma state agency MUST register online with the state unless exempt per statute. Please refer to Central Purchasing Vendor Registration for additional information located at: [http://www.ok.gov/DCS/Central\\_Purchasing/Vendor\\_Registration/index.html](http://www.ok.gov/DCS/Central_Purchasing/Vendor_Registration/index.html).

**AGENCY SECTION** (To be completed by State Agency Representative): State Agency should E-mail completed and signed form to [vendor.form@omes.ok.gov](mailto:vendor.form@omes.ok.gov) or Fax to (405) 522-3663.

New Vendor ☐ Registered: Yes ☐ No ☐ Exempt ☐ Explain: \_\_\_\_\_  
Change Address/Location ☐ Address # \_\_\_\_\_ Location # \_\_\_\_\_  
Change Name ☐ Add New Address ☐  
Change Tax ID # ☐ Other ☐ Explain: \_\_\_\_\_

Agency Name _____	
Contact Name _____	Phone #: _____ Email: _____
<b>1099 Reportable Status</b>	<b>Attention Paying Agency:</b> Please check the <b>Add</b> box on the left if payments to this vendor/Payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the <b>Remove</b> box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor:
<input type="checkbox"/> Add:	<input type="checkbox"/> 1 - Rents <input type="checkbox"/> 2 - Royalties <input type="checkbox"/> 3 - Prizes & Awards
<input type="checkbox"/> Remove:	<input type="checkbox"/> 6 - Medical & Health Care <input type="checkbox"/> 7 - Non-Employee Compensation <input type="checkbox"/> 10 - Crop Insurance Proceeds
	<input type="checkbox"/> 14 - Gross Proceeds to an Attorney
PeopleSoft (Oracle) 10-digit Vendor #: _____	

**VENDOR/PAYEE SECTION** (To be completed by Vendor/Payee)

Please print legibly or type this information. Complete and email or fax to requesting State Agency

Name (IRS Legal Name for Business, Individual, or Government Entity)	Phone # _____	Fax # _____
Name (Doing Business As Name "DBA" if different than above)	Phone # _____	Fax # _____
Tax Identification Number (TIN) and Type: _____	<input type="checkbox"/> Federal Employer ID (FEIN) <input type="checkbox"/> Social Security Number (SSN)	
<b>Business Address:</b> (To be used for 1099 Reporting)		
(PO Box or Street, City, State, 9-Digit Zip Required)		EFT Payment Notification E-mail
		EFT Payment Notification E-mail
<b>Optional Addresses</b> – select address type as applicable:		
<input type="checkbox"/> Mailing <input type="checkbox"/> Pricing <input type="checkbox"/> Ordering <input type="checkbox"/> Invoicing <input type="checkbox"/> Remitting <input type="checkbox"/> Returning	Phone # _____	Fax # _____
(PO Box or Street, City, State, 9-Digit Zip Required)		E-mail Address
Contact Name & Title: _____		

**SUPPLEMENTAL INFORMATION – ALL VENDORS OR PAYEES**

The information below is requested under U.S. Tax Laws. Failure to provide this information may prevent you from being able to do business with the State, or may result in the State having to deduct backup withholding amounts from its remittances to you.

**U.S. Taxpayer Identification Number (TIN)**

Federal Employer Identification Number (FEIN) \_\_\_\_\_ If none, but applied for, date applied \_\_\_\_\_

**OR**

U.S. Social Security Number (SSN) \_\_\_\_\_ If none, but applied for, date applied \_\_\_\_\_

**Companies:**

- ☐ Domestic (U.S.) Sole Proprietor    ☐ Domestic (U.S.) Partnership    ☐ Domestic (U.S.) Corporation    Type: \_\_\_\_\_
- ☐ Domestic (U.S.) Other    Explain: \_\_\_\_\_
- ☐ Foreign (Non-U.S.) Sole Proprietor\*    ☐ Foreign (Non-U.S.) Partnership\*    ☐ Foreign (Non-U.S.) Corporation\*    Type: \_\_\_\_\_
- ☐ Foreign (Non-U.S.) Other\*    Explain: \_\_\_\_\_

**Individuals:**

- ☐ Citizen (individual) of the United States    ☐ Resident alien (individual) of the United States    ☐ Non-resident alien (individual) \*\*

\* **NOTE: FOR FOREIGN VENDORS, ADDITIONAL DOCUMENTATION IS REQUIRED.** Please submit the proper U.S. Internal Revenue Service (IRS) Form W-8, Certificate Of Foreign Status. Select Form below matching entity or individual description. Please refer to IRS for additional instructions (<http://www.irs.gov/pub/irs-pdf/iw8.pdf>).

- **Form W-8BEN:** Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals). <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- **Form W-8BEN-E:** Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities). <http://www.irs.gov/pub/irs-pdf/fw8bene.pdf>
- **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. <http://www.irs.gov/pub/irs-pdf/fw8eci.pdf>
- **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>
- **Form W-8IMY:** Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/fw8imy.pdf>

This may exempt you from backup withholding. Form W-8 does not exempt you from the 30% (or lower percentage by treaty) non-resident withholding taxes. To claim this exemption, you must file IRS Form 8233 with us. For more information, refer to IRS Publication 519.

**SIGNATURE - AND SUBSTITUTE IRS FORM W-9 CERTIFICATION**

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

\_\_\_\_\_  
Signature of Vendor Representative or Individual Payee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of individual signing form for company

\_\_\_\_\_  
Vendor/Payee (Same as Company Name from Page 1)

**Account Codes for 1099 Reporting - By Category (TO BE COMPLETED BY AGENCY REPRESENTATIVE)**

<input type="checkbox"/> 1 - RENTS	<input type="checkbox"/> 2 - ROYALTIES	<input type="checkbox"/> 3 - PRIZES AND AWARDS
532110 Rent of Office Space 532120 Rent of Land 532130 Rent of Other Building Space 532140 Rent of Equipment and Machinery 532150 Rent of Telecommunications Equip 532160 Rent of Electronic Data Processing Equipment 532170 Rent of Electronic Data Processing Software 532190 Other Rents	553170 Royalties	552140 Incentive Awards – Monetary & Material 552160 Incentive Payments – Oklahoma Horse Breeders & Owners 552170 Incentive Payments – Oklahoma Film Enhancement Rebate 553220 Indemnities, Restitution & Settlements
<input type="checkbox"/> 6 - MEDICAL & HEALTH CARE PAYMENTS		
515530 Veterinary Services 515700 Offices of Physicians (except Mental Health Specialists) 515710 Offices of Physicians, Mental Health Specialists 515720 Offices of Dentists 515730 Offices of Chiropractors 515740 Offices of Optometrists 515750 Offices of Mental Health Practitioners (except Physicians) 515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists 515770 Offices of Podiatrists 515780 Offices of all other Miscellaneous Health Practitioners 515790 Family Planning Centers 515800 Outpatient Mental Health & Substance Abuse Centers 515810 Other Outpatient Care Centers 515820 Medical and Diagnostic Laboratories	515830 515840 515850 515860 515870 515880 515890 515900 515910 515920 515930 537210 551230 551240 551250	Home Health Care Services Ambulance Services All other Ambulatory Health Care Services General Medical & Surgical Hospitals Psychiatric & Substance Abuse Hospitals Specialty Hospitals (except Psychiatric & Substance Abuse) Nursing Care Facilities Residential Mental Retardation Facilities Residential Mental Health & Substance Abuse Facilities Community Care Facilities for the Elderly Other Residential Care Facilities Laboratory Services & Supplies Medical Services to Indigent (from agencies other than DHS) Hospital Services to Indigents (from agencies other than DHS) Other Health Services to Indigents (from agencies other than DHS)
<input type="checkbox"/> 7 - NON-EMPLOYEE COMPENSATION		
515010 Office of Lawyers 515020 Offices of Notaries 515030 Other Legal Services 515060 Accounting, Tax Preparation, Bookkeeping & Payroll Services 515210 Payments for Contract Mentor Services 515220 Architectural Services 515230 Landscape Architectural Services 515240 Engineering Services 515250 Drafting Services 515260 Building Inspection Services 515270 Geophysical Surveying & Mapping Services 515280 Surveying and Mapping (except geophysical) Services 515290 Testing Laboratories 515300 Interior Design Services 515310 Industrial Design Services 515320 Graphic Design Services 515330 Other Specialized Design Services 515350 Custom Computer Programming Services 515360 Computer Systems Design Services 515370 Computer Facilities Management Services 515380 Other Computer Related Services 515400 Administrative Management & General Management Consult Services 515410 Human Resources & Executive Search Consulting Services 515420 Marketing Consulting Services 515430 Process, Physical Distribution, & Logistics Consulting Services 515440 Other Management Consulting Services 515450 Environmental Consulting Services 515460 Other Scientific & Technical Consulting Services 515470 Research & Development in the Physical, Engineering, & Life Sciences 515480 Research & Development in the Social Sciences & Humanities 515490 Advertising and Related Services 515500 Marketing Research & Public Opinion Polling 515510 Photographic Services 515520 Translation & Interpretation Services 515540 All other Professional, Scientific and Technical Services 515550 Management of Companies & Enterprises 515560 Office Administrative Services 515570 Employment Placement Services 515580 Business Support Services 515590 Document Preparation Services	515600 515610 515620 515630 515640 515650 515660 515940 515950 515960 515970 515980 515990 517110 531150 531160 531170 531190 531220 531330 531500 533100 533110 533120 533130 533140 533150 533190 545110 546210 546220 547110 547120 547210 552100 552120 552130 553160 554190 561140	Telephone Call Centers Business Service Centers Collection Agencies Credit Bureaus Other Business Support Services Investigation & Security Services Educational Services Individual & Family Services Community Food, Housing & Emergency & Other Relief Services Vocational Rehabilitation Services Child Day Care Services Arts, Entertainment and Recreation Other Services (except Public Administration) Moving Expense – Employee Transfer Printing and Binding Contract Advertising Informational Services Exhibitions, Shows and Special Events Burial Charges Jury and Witness Fees Moving Expenses – General Maintenance & Repair – Other Items Maintenance & Repair of Buildings & Grounds (outside vendors) Maintenance & Repair- Equipment (outside vendors) Maintenance & Repair of Telephone Equipment (outside vendors) Maintenance & Repair of Data Processing Equipment (outside vendors) Maintenance & Repair of Data Processing Software (outside vendors) Maintenance & Repair – Employee Uniforms Land Improvements Buildings and Other Structures –Construction and Renovation Major Maintenance and Repair of Equipment Highway and Bridge Construction Expense-Contractual Maintenance and Repairs to Highways and Bridges Major Maintenance and Renovation –Bridges Stipends – Other Teacher Stipends (“Incentive” payments Oklahoma Police Corps Stipends Legal Settlements Reportable to the IRS Voter Registration Services Pollution Remediation
<input type="checkbox"/> 14 - GROSS PROCEEDS TO AN ATTORNEY		
553180 Settlements – Paid To/Thru Attorney		