OSF Form VEND
(3/05)

REGISTERED _____ NON-REGISTERED _____

STATE OF OKLAHOMA VENDOR/PAYEE FORM

Change of Address, Additional Address (Page 1 only) ☐

Gov. Entity (Page 1 only) ☐

The State of Oklahoma requires the following information for all new vendors (payees) before any payments can be made. This information is used to establish you in the State's vendor file. Complete all that applies.

AGENCY SECTION

Agency Name _____ # _____

Contact Name _____ Phone # _____ Fax # _____

1099 Reportable Status

Add: ☐

Remove: ☐

Attention Paying Agency: Please check the ***Add*** 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 *Remove* box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor:

☐ **1 - Rents** ☐ **2 - Royalties** ☐ **3 - Prizes & Awards** ☐ **6 - Medical & Health Care**

☐ **7 - Non-Employee Compensation** ☐ **14 - Gross Proceeds to an Attorney**

If vendor has a PeopleSoft Vendor #, add it here. _____

VENDOR/PAYEE SECTION (Complete and fax to State Agency)

Company Name (or Individual, or Government Entity) | Phone # | Fax #

Name on IRS Record (if different from above) | Phone # | Fax #

VENDOR/PAYEE *TIN/SSN* # _____

Business Address:

(PO Box or Street , City, State, **9-Digit Zip Required**) | E-Mail Address

Optional Addresses – check as appropriate**:**

If different, ☐ Pricing ☐ Ordering ☐ Invoicing ☐ Remitting ☐ Returning | Phone # | Fax #

(PO Box or Street , City, State, **9-Digit Zip Required**) | E-Mail Address

Contact Name & Title:_____

If different, ☐ Pricing ☐ Ordering ☐ Invoicing ☐ Remitting ☐ Returning | Phone # | Fax #

(PO Box or Street , City, State, **9-Digit Zip Required**) | E-Mail Address

Contact Name & Title:_____

Customer Service Information, if different: | Phone # | Fax # | E-Mail Address

Vendors/Payees DO NOT fax to numbers below. The form must be returned to the state agency requesting this information.

State Agency, fax vendor completed and signed form to: For Registered Vendors - - DCS, Attention Rhydonia Sloan, at 405-521-4475.
Non-Registered Vendors - - OSF, Attention Vendor Maintenance 405-521-3383 or 405-522-0392

OSF/DCS USE ONLY	Date Posted:	By:

OSF Form VEND
(3/05)

STATE OF OKLAHOMA VENDOR/PAYEE FORM

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) _____ If none, but applied for, date applied _____ .
(This number is also known as Federal Employer Identification Number [FEIN])

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

Check the box below that best describes your residency status:

Companies:

☐ Domestic (U.S.) sole proprietorship ☐ Domestic (U.S.) partnership ☐ Domestic (U.S.) corporation ☐ Domestic (U.S.) other

☐ Foreign (non-U.S.) sole proprietorship ** ☐ Foreign (non-U.S.) partnership ** ☐ Foreign (non-U.S.) corporation **

☐ 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: IF YOU MARK THIS BOX, WE WILL FORWARD AN INTERNAL REVENUE SERVICE (IRS) FORM W-8, CERTIFICATE OF FOREIGN STATUS, TO YOU. THIS MAY EXEMPT YOU FROM BACKUP WITHHOLDING. FORM W-8 DOES NOT EXEMPT YOU FROM THE 30% (OR LOWER PERCENTAGE BY TREATY) NONRESIDENT 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 the above information is correct and 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.**
3. **3. I am a U.S. person (including a U.S. resident alien).**

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

_____ | _____
Signature of Vendor Representative or Individual Payee Date

_____
Title of individual signing form for company

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

IRS Instuctions Regarding 1099 MISC Reporting

IRS Instuctions regarding 1099 MISC reporting are posted on the IRS website at: http://www.irs.gov/instructions/i1099msc/index.html. Reportable payments include (a) royalties or broker payments in lieu of dividends or tax-exempt interest; (b) rents, services (including parts and materials), prizes and awards, other income payments, medical and health care payments, crop insurance proceeds, cash payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or business of catching fish; (c) any fishing boat proceeds; or (d) gross proceeds paid to an attorney (see below).

Generally, if reportable payments do not fall under Box 1, 2, 3, 6 or 14, use Box 7. Specifically, all payments to physicians and medical corporations must be reported in Box 6. Attorney's fees, including payments to a law firm or other provider of legal services, are reportable in Box 7, except for gross proceeds. Gross proceeds paid to attorneys, under IRC section 6045(f), are reportable in Box 14. These include the total amount paid to an attorney for settlement agreements. These rules apply whether or not the legal services are provided to the payer and whether or not the attorney is exclusive payee (e.g., the attorney's and claimant's names are on one check). However, these rules do not apply to wages paid to attorneys that are reportable on Form W-2.

OSF Account Codes for 1099 Reporting - By Category

☐ 1 - RENTS

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

☐ 2 - ROYALTIES

553170	Royalties

☐ 3 - PRIZES AND AWARDS

552140	Incentive Awards – Monetary & Material
552160	Incentive Payments – Oklahoma Horse Breeders & Owners
552170	Incentive Payments – Oklahoma Film Enhancement Rebate

☐ 6 - MEDICAL & HEALTH CARE PAYMENTS

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	Home Health Care Services
515840	Ambulance Services
515850	All other Ambulatory Health Care Services
515860	General Medical & Surgical Hospitals
515870	Psychiatric & Substance Abuse Hospitals
515880	Specialty Hospitals (except Psychiatric & Substance Abuse)
515890	Nursing Care Facilities
515900	Residential Mental Retardation Facilities
515910	Residential Mental Health & Substance Abuse Facilities
515920	Community Care Facilities for the Elderly
515930	Other Residential Care Facilities
537210	Laboratory Services & Supplies
551230	Medical Services to Indigent (from agencies other than DHS)
551240	Hospital Services to Indigents (from agencies other than DHS)
551250	Other Health Services to Indigents (from agencies other than DHS)
515280	Surveying & 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

☐ 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
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
515510	Photographic Services
515520	Translation & Interpretation Services
515530	Veterinary 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	Telephone Call Centers
515610	Business Service Centers
515620	Collection Agencies
515630	Credit Bureaus
515640	Other Business Support Services
515650	Investigation & Security Services
515660	Educational Services
515940	Individual & Family Services
515950	Community Food & Housing & Emergency & Other Relief Services
515960	Vocational Rehabilitation Services
515970	Child Day Care Services
515980	Arts, Entertainment and Recreation
515990	Other Services (except Public Administration)
515490	Advertising & Related Services
515500	Marketing Research & Public Opinion Polling

☐ 14 - GROSS PROCEEDS TO AN ATTORNEY

553180	Settlements – Paid To/Thru Attorney