

## Instructions for the Statewide Payee Registration Form

The term 'payee' refers to an individual or business that received payments from the State of Washington. This form is intended to be used for payees to register with the State of Washington, indicate how they would like to receive payments, and change their registration information.

For prompt payment, it is important that we receive complete and accurate information. **We must return any form that is not complete, so please be sure to read and follow these instructions carefully.**

### Step 1: Is this a new registration or a change to an existing registration?

Select **NEW REGISTRATION** if:

- You have never completed the Statewide Payee Registration Form.
- You are changing the legal name of a payee already registered.
- You are changing the EIN (Employer Identification Number) or SSN (Social Security Number) of a payee already registered
- You are changing the reporting type (sole proprietor, corporation, etc) on an existing registration.

Select **CHANGE TO EXISTING REGISTRATION** for all other changes to an existing registration, and check the items that have changed. Be sure to **COMPLETE the ENTIRE form**, even if you are only changing one item. This will help us keep your account up to date and accurate. If you know your SWV number, please enter it on the form.

### Step 2: Payee & contact information

**Legal name of payee** – enter the name as it appears on federal tax forms.

**Business name** – “doing business as” name. Enter only if different from legal name.

**Mailing address** – enter the PO Box or street address where you want information sent to you. If you choose to have checks mailed to you, this is the address where they will be sent.

**EIN or SSN** – enter the EIN or SSN you use with the IRS for the legal name entered.

**Contact person** – the person we can contact with questions about your registration.

**Title of contact person** – title of the contact person.

**Telephone number for contact person** – telephone number of the contact person.

**Fax number** – fax number of the contact person.

**Primary business** – Enter the primary occupation of the payee.

**Email for contact person** - enter the email address we should use to communicate with you about your registration and your payments. We will use the email address to:

- Notify you when your account has been set up.
- Notify you when changes you submitted have been made.
- Notify you when your payment has been processed, if you have signed up for direct deposit.

NOTE: For larger organizations we recommend that you use the email address for a distribution list to ensure that our notifications are received and processed quickly.

### Step 3: Payment options

Indicate if you want to receive your payments via Direct Deposit or via US Mail.

#### **Step 4: Direct deposit information**

**Financial institution name & phone number** – enter the name and phone number of the financial institution where you want your funds deposited. This must be a US institution.

**Routing number** – this is the 9 digit Bank Identification Number assigned by the American Banking Association. The routing number is the first 9 numbers at the bottom of your check. See example on form. Do not use the routing number from a generic deposit slip – these begin with the number ‘5.’

**Account number** – this is your bank account number, and can vary in length. It usually follows the routing number on the check

**Account type** – select the kind of account your payment will be deposited into. If you do not make a selection, funds will be transferred into the checking account.

**Authorization Signature** – in order for us to process the Direct Deposit, we need the signature of the person on file with the bank.

#### **Step 5: W-9**

The IRS has issued new regulations governing how we report payments and calculate withholding. **We need a complete, signed W-9 in order to process your registration and verify any changes to it.**

**1. Legal name of payee** – enter the name as it appears on federal tax forms.

**2. Business name** – “doing business as” name. Enter only if different from legal name.

**3. Check one box for your IRS reporting type** – you must check **ONLY** one box to indicate if you are an individual, corporation, non-profit organization, etc.

**4. Check if the business is medical or legal** - If you are a corporation, S-corporation, partnership or LLC, and your business is medical or legal, you must check the appropriate box. See the W-9 instructions for more information about reporting types.

**5. Exempt** – If your business is exempt from backup withholding, check here and attached documentation of exemption.

**6. Mailing address** – enter the PO Box or street address

**7. City, State and ZIP**

**8. Taxpayer Identification Number** – enter the Employer Identification Number (EIN) OR Social Security Number (SSN) you use with the IRS for the legal name entered. **DO NOT ENTER BOTH.** Enter **ONLY** the one that you use with the IRS for the legal name.

**9. SIGN the W-9**

**Step 6: For fastest service, print, sign and fax to: (360) 664-3363.** If you do not have the ability to fax, you may mail it to the Statewide Payee Desk, PO Box 41434, Olympia, WA 98504-1434