



# VENDOR REGISTRATION PROCESS – USEFUL INFORMATION

October 2020 Update

## Mission Statement

*“Maintain a statewide vendor database for agencies and payees so they can process and subsequently receive payments for goods and services.”*

## Processing Time

It typically takes ten to fifteen business days to process a registration form that is complete, although processing times may be delayed due to the Covid-19 pandemic. The payee registration unit receives – on average – 5,000 forms per month.

## Forms

There are three forms used to establish a payee/vendor record with Washington State: The vendor/payee registration for new vendors, the registration change form to update an existing record, and the direct deposit form to set-up, terminate, or change electronic funds transfers. Payees/vendors must complete **all** required fields or forms will be returned. Each form has a complete set of instructions on the reverse side.

Registration Form	Change Form (for active records)	Direct Deposit Form
Establish a new vendor number	Change the authorized contact person	Set-up direct deposit payments
New legal name	Change (or add) the DBA	Modify direct deposit payments
New taxpayer identification number	Change of telephone number	Cancel direct deposit and reinstate payment by warrant
	Change (or add) an email	
	Change the mailing address	
	Add or delete a location	

## How to make the process easier:

### Do:

- Use the vendor number lookup
- Provide an email and telephone number
- Submit forms directly to OFM

### Don't:

- Submit duplicate forms (it slows the process)
- Use a generic contact such as “accounts receivable”

## Tips:

- ◆ Vendors who submit forms via email will get a notification that we have received the forms, and they will be notified when their record has been set-up.
- ◆ Vendors who provide email will be notified promptly if there are problems with the forms.
- ◆ Vendors who provide a telephone number may be contacted via phone when confirming changes.
- ◆ Vendors must provide their statewide vendor number (SWV) when changing an active record.
- ◆ There are instructions as well as questions/answers on the payee registration website [ofm.wa.gov/payee](http://ofm.wa.gov/payee)
- ◆ Businesses are required to name a contact person, should they elect to use electronic funds transfer.