



Submitting Vendor Forms with DocuSign™

The Vendor forms can be signed electronically with a digital signature via DocuSign™.

The Statewide Vendor/Payee Services provides the following forms that can be signed via DocuSign™:

- [Vendor/payee Registration form](#) (DocuSign™)
- [Vendor/payee Change form](#) (DocuSign™)
- [Direct Deposit Authorization form](#) (DocuSign™)

Follow the instructions below to sign your forms and your electronic signature will be accepted.

Please note that the example below is for the Vendor/payee registration form but it's applicable to other forms.

Completing the form

- Open a form with the link provided above. You will be directed to the forms informational starting page. The page will look similar to this:

Vendor/Payee Registration Form

The Registration Form should be used to perform the following:

- Register for a new Washington Statewide Vendor Number.
- New legal name (ex: change of last name, change of company name).
- Changing your tax type (ex. changing from sole proprietor to partnership).

Note: You must have a US Taxpayer Identification Number (TIN) to register with Washington State.

[Start](#)

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- Click START to begin signing.
- You will be directed to the Signer information page:

0% completed

Signer Information

Signer name/Authorized representative *

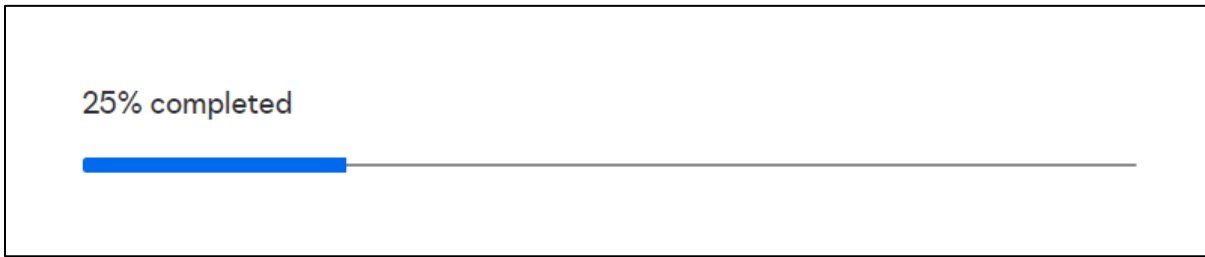
This should match your signature

Signer email *

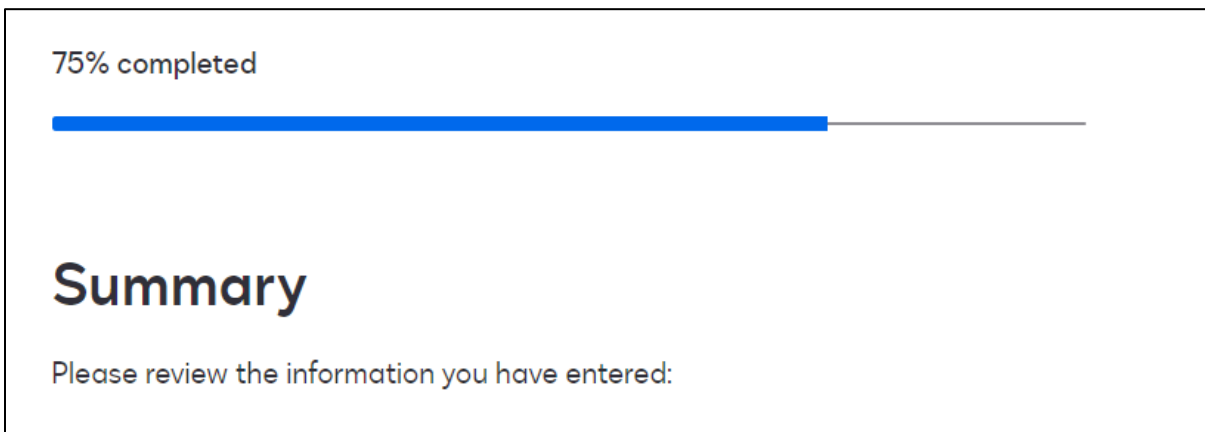
[Back](#) [Next](#)

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- The signer’s name **MUST** be an Individual person’s name and not the businesses name.
If the form is not signed by a person’s name, the form will be sent back for correction delaying the process.
- Signer email will be the email where a copy of the completed is emailed to you for your records.
- Your progress through the form will be shown in the top left corner as you fill it out and click "NEXT" to move through each section:

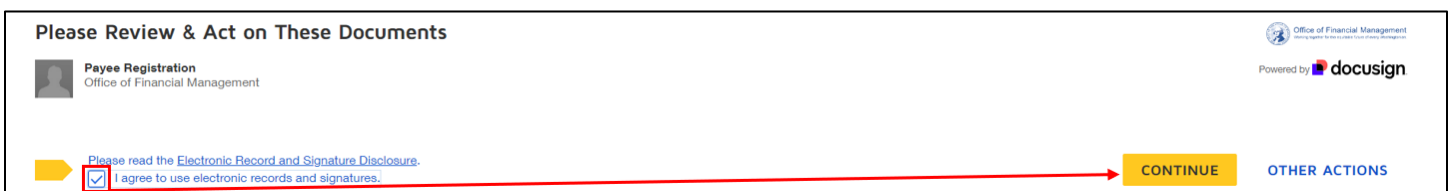


- The Summary screen will be displayed at the 75% point. Please review all information. Mistakes on forms will result in the forms being sent back for correction:



Signing the form via DocuSign™

- After reviewing the information summary page you will be directed to the disclosure page:



If you agree with the **Electronic Record and Signature Disclosure**, check the “**I agree to use electronic records and signatures**” checkbox and select the **CONTINUE** button.

- The form opens, select the START button. You can click NEXT through all the fields or make any last-minute changes as needed:

Please review the documents below. **FINISH** **OTHER ACTIONS**

VendorRegistration.pdf 1 of 2

DocuSign Envelope ID: FDE3B928-4369-42CF-A7F5-476CDD8AC839

Office of Financial Management
Better information. Better decisions. Better government. Better Washington.

Vendor/Payee Registration Form

PART A – Contact Details

Mailing Address:

City, State, Zip:

Contact Name:

Telephone Number:

Email Address:

PART B – Vendor/Payee Registration

Are you a foreign entity? Yes No

Request for Taxpayer Identification Number and Certification – Substitute Form W-9

1. Legal Name (as shown on your income tax return):

- Once you're done reviewing the required fields, select the Sign button at the bottom of the page:

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

III. I am a U.S. person, including a U.S. resident alien (defined in the W-9 instructions to be found at www.irs.gov), and

IV. 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. Please note this form does not include a FATCA exemption code field, and therefore item 4 does not apply.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Sign

SIGNATURE OF U.S. PERSON

7/31/2024
Date: This form is valid for 90 days

Rev. 01/2024

- The adopt a signature screen will open:

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW

PREVIEW Change Style

Signed by: Initial

C42EE82F49B4A8...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

ADOPT AND SIGN

CANCEL

Accept the default signature by selecting **ADOPT AND SIGN** button

Make sure you sign with your name, not the business name. If the Preview box shows the business name, change it to the signer's name.

- Select the ADOPT AND SIGN button when done.

- You will need to click FINISH on the document for the form to be completed and uploaded into our system for processing:

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Signed by:
Individual persons name here

7/31/2024
Date: This form is valid for 90 days

SIGNATURE OF U.S. PERSON ©42EEE02F49B4A8...
Rev. 01/2024

VendorRegistrationWebForm.pdf

FINISH

Ready to Finish?
You've completed the required fields. Review your work, then select **FINISH**.

FINISH

- You will be directed to the Thank you page:

Thank you


Thank you for submitting your Vendor Registration form to the Washington State Office of Financial Management (OFM).

Please print and save the document for your record. Do not email this form to us.

Our processing time is 7 to 10 business days. Duplicate submissions increase processing times.

New Registration - You can expect to receive your statewide vendor number via email.

For questions about the form, please contact the payee registration unit at (360) 407-8180 ext 5. For any other question please contact the agency you are expecting payment from.

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- Check your mailbox, you will receive a confirmation email with the signed form attached:



[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

VendorDirectDepositWebForm.pdf 621 KB Summary.pdf 2 MB



Your document has been completed

[VIEW COMPLETED DOCUMENT](#)

Payee Registration
payeeforms@ofm.wa.gov

You have completed signing t - Vendor Direct Deposit.

It typically takes 7-10 business days to process a form that is complete.

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You can save the attached form for reference **but do not email the form to us.**

This concludes your signing process.

It typically takes 7-10 business days to process a registration, change, or direct deposit form that is complete.

For questions about the form, please contact the Payee Registration Unit at (360) 407-8180 ext. 5. For any other questions, please contact the agency you are expecting payment from.