



Re: Potential State of Ohio Supplier Registration

We appreciate the opportunity to do business with you. Please complete the following forms in order to register as a supplier and conduct business with the State of Ohio.

1. Supplier Information Form (OBM-5657-Rev. 9/08/2015)
 2. IRS Form W-9 Request for Taxpayer Identification Number & Certification
 3. Authorization Agreement for Direct Deposit of EFT Payments (OBM-4310-Rev. 9/08/2015)
- The checklists on the pages below may help you in avoiding common errors that delay processing. Use these checklists at your convenience.

Upon completion of the forms, please send the completed and **signed** forms to our Supplier Operations team by one of the following methods:

FAX	Email	Address:
614-485-1052	supplier@ohio.gov	P.O. Box 182880 Columbus, Ohio 43218-2880

Authorization Agreement for Direct Deposit of EFT Payments

(OBM-4310-Rev. 9/08/2015)

The preferred method of payment for the State of Ohio is EFT (Electronic Funds Transfer). Please complete the Authorization Agreement for Direct Deposit of EFT Payments including:

- TIN/SSN
- Current voided check or a signed bank letter on bank letterhead
- Signatures need to be handwritten. Electronic signatures are not accepted at this time



IRS Form W-9 Request for Taxpayer Identification Number & Certification

- All applicable sections of the document need to be completed including:
 - Federal tax classification/entity type
 - Social security number or Employer Identification number
 - Your signature (Only a handwritten signature is accepted at this time)
- The information you provide must match how you are registered with the IRS.
For assistance in completing the W-9 form, please contact the IRS at 1-800-829-4933.

Supplier Information Form

(OBM-5657-Rev. 9/08/2015)

- Verify that all fields are complete and the form has been signed (Required fields are noted with “**(Required)**” to make them easier to identify).
- Signatures need to be handwritten, not electronic signatures
- All fields are legible; either typed or printed
- Both pages of the Supplier Information Form must be complete and submitted
- Sections 1, 2, and 3 are required for all suppliers. Please ensure:
 - Type of action requested is checked
 - “Remit to” address matches the address which appears on invoices
 - Floor, suite, or room numbers are included, if applicable
- Section 5 is required for all e-Sourcing suppliers (The term e-Sourcing replaces e-bid)
- Back-up documents should include the last four (4) digits of the TIN/SSN and the first three (3) characters of the supplier name (ex. 1234 ABC) *in the upper left corner of all documents*
- Verify that information contained on the W-9 form matches the information on the Supplier Information Form
 - Legal business name
 - Address
 - Social Security Number (SSN) or Federal Employer Identification Number (EIN)