INSTRUCTIONS FOR STATE OF NEW JERSEY W-9/QUESTIONNAIRE FOR NON-PROCUREMENT VENDORS

The enclosed form is required by the State of New Jersey's Comprehensive Financial System and must be completed by non-procurement vendors/payees who intend to do business with the State of New Jersey. New Jersey State employees who are seeking reimbursement for travel or training expenses must register through Employee Self Service. Procurement vendors SHOULD NOT complete this form but should register at NJSTART.GOV. Procurement vendors include vendors who sell goods or provide a service (including healthcare and legal services). Please answer ALL questions and print clearly. If you have questions or need assistance completing the form, please contact vendor control at aaiunit@treas.nj.gov. Vendors should complete ALL parts of the form. NOTE: Incomplete forms will not be accepted.

Select the appropriate action that you are requesting. For payees that are registering for the first time, select 'Establish New Vendor.' For payees that have been previously established within the accounting system and want to add or change a remittance address, select the appropriate box.

PART I. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Part One is a W-9 form as required by the Internal Revenue Service to verify the name, address, and federal identification number for vendor/payees who may receive a 1099.

Questions 1-4:

If there is <u>no preprinted data</u>, populate the form with the vendor/payee's name (as shown on your tax return), address, city, state, zip code, and Taxpayer Identification Number. Sign and date the form under question number six.

If the form contains preprinted data and the preprinted information is correct, sign and date the form under question six.

If the form <u>contains preprinted data</u> and the preprinted information <u>is not</u> correct, cross out the incorrect data and make any changes immediately to the right of the preprinted information. Sign and date the form under question six.

Question 5: If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space any code(s) that may apply to you (See IRS Form W-9 instructions for codes).

Question 6: Sign and date the form.

PART II. VENDOR/PAYEE DATA: STATE OF NEW JERSEY VENDOR/PAYEE INFORMATION QUESTIONNAIRE

- 1. Enter the code that best describes the primary business function from the choices provided.
- 2. Print the name, phone number, and e-mail address of the primary contact person for the vendor listed in Part One.

If you manage a Confidential Fund or a Petty Cash Fund for a State agency, do not answer the remaining portion of the questionnaire (Questions three and four).

3. Enter the code that best describes your organization from the choices provided.

SUBMISSION OF THE STATE OF NEW JERSEY W-9/QUESTIONNAIRE

Mail or email completed forms to:

OMB-Vendor Control Unit PO Box 221 Trenton, NJ 08625-0221

Email: aaiunit@treas.nj.gov

ACCESSING YOUR ACCOUNT INFORMATION

Details regarding specific payments, similar to a check stub, may be obtained over the internet through the Vendor Payment Inquiry (VPI) system. To access VPI, users must first create a 'MyNewJersey' portal account.

Begin by logging onto the State of New Jersey's web page, NJ.GOV and creating a log in and password (click on the 'Sign Up' link under the 'Login' tab). Once the 'MyNewJersey' portal account has been established, users will have to sign up for the VPI application by clicking the 'enroll here' button on our website, https://www-tyomb.nj.gov/TYM VPI/home.

The online tutorial for VPI can be found at https://www-tyomb.nj.gov/treasury/omb/TYM_VPI/docs/GettingStarted.pdf. VPI provides two years of historical data (such as issuing agency, payee reference, payment amount, payment date, etc) and allows for the review of scheduled payments.

### W-9/QUESTIONANCE FOR MON-PROCUREMENT VENDORS THE STATE OF NEW JERSEY REQUIRES THE FOLLOWING INFORMATION TO STABLISH YOUR NAME, ADDRESS, AND TAXPAYER ID ON STATE RECORDS. THE INFORMATION SUSTED TO POPULATE AND MAINTAIN THE STATE'S WINDOW, PAYER LEIL AND MUST BE COMPILETED REFORE PAYMENTS ARE MADE. ***NOTE-PROCUREMENT VENDORS SHOULD NOT COMMETTE THIS FORM BY SHOULD REGISTER AT MISTART. OV. ***IMPORTANT: YOU WILL NOT BE PAID BY THE STATE OF NEW JERSEY UNTIL THIS FORM IS COMPLETED, SIGNED, OMB VENDOR FORMATION ALMONEATH INSTART. OV. **PART I.** REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION ***PART I.** REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION ***PART I.** REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION ***Doing business as (if different than name): 2. Address: 3. City: ***If the above contains preprinted data that is incorrect, cross it out and write the correct information immediately next to it. 4. Taxpayer Identification Number (TIN) Enter your TIN below and check the type of mumber listed. ***SERRIP INVENTORY OF THE PROPERTY NUMBER ***Exemptions** (codes apply only to certain entities, not individuals; see IRS Form W-9 Instructions page 3): **SERRIP EXEMPLY SHOWN OF THE PROPERTY OF THE PROPERTY NUMBER ***Exempt payee code (if amy) **Exempt payee code (if amy) ***Exempt payee code (if amy) **Exempt payee code (i		Establish New Vendor	Establish Additional Rem	ittance Address	Change Re	emittance Address	
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(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, and (3) I am a U.S. citizen or other US person as defined by the IRS. 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 of underreported interest or 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 IRA, and generally payments other than interest or dividends, you are not required to sign the certification, but you must provide your correct TIN. Sign Here PART II. VENDOR/PAYEE DATA: STATE OF NEW JERSEY VENDOR/PAYEE INFORMATION QUESTIONNAIRE NOTE: PROCUREMENT VENDORS SHOULD REGISTER AT NISTART.GOV. 1. Enter the code from the list below that best describes your primary business function: NON-PROCUREMENT PAYEES: AC=AUTHORITY/COMMISSION CF=CONFIDENTIAL FUND PC=PETTY CASH SD=SCHOOL DISTRICT FA=FEDERAL AGENCY FD=FIRE DISTRICT CM=COUNTY/MUNICIPALITY SA=STATE AGENCY WB=WELFARE BOARD CU=STATE COLLEGE/UNIVERSITY OTHER PAYEES: OT=OTHER VENDOR (PLEASE SPECIFY - REQUIRED) Phone: P							
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Enter the code from the list below that best describes your organization C=CORPORATION I=INDIVIDUAL P=PARTNERSHIP L= LIMITED LIABILITY COMPANY G=GOVERNMENT	3.				DMPANY G=GO	OVERNMENT	
IMPORTANT: ANSWER ALL QUESTIONS (PRINT CLEARLY OR TYPE)							