OSF Form VEND (3/05)



STATE OF OKLAHOMA **VENDOR/PAYEE FORM**

NON-REGISTERED



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age 1 only)	

The State of Oklahoma requires the following information for all new vendors (payees) before any payments can be made. This information is used to establish you in the State's vendor file. Complete all that applies.

AGENCY SECTION			
Agency Name D	Department of Mental Health and Substance Abuse Services	:	# 45200
Contact Name Br	yan Wiewel Phone #	405-522-3864 Fax #	405-522-3767
1099 Reportable Status Add: Remove:	Attention Paying Agency: Please check the <i>Add</i> box of by Account Codes listed on page 3 of this form. If the the <i>Remove</i> box. The PeopleSoft system requires specthe box that applies to this vendor: \$\Begin{align*} 1 - Rents & \Boxed 2 - Royalties & \Boxed 3 - Prize \$\Boxed\$	vendor is incorrectly show ific details regarding the ty	ving as 1099 Reportable, check pe of transaction. Please check
	☐ 7 - Non-Employee Compensation	☐ 14 - Gross Proceeds to a	n Attorney
	If vendor has a PeopleSoft Vendor #, add it here.		
VENDOR/PAYEE SE	ECTION (Complete and fax to State Agency)		
Company Name (or	Individual, or Government Entity)	Phone #	Fax #
Name on IRS Record (i	f different from above)	Phone #	Fax #
VENDOR/PAYEE <i>TIN</i>	N/SSN #		
Dusiness Address			
Business Address:			
(PO Box or Street, City	, State, 9-Digit Zip Required)	E-Mail Address	
Optional Addresses – c	heck as appropriate:		
_	☐ Ordering ☐ Invoicing ☐ Remitting ☐ Returning ☐		
		Phone #	Fax #
	, State, 9-Digit Zip Required)	E-Mail Address	
If different, Pricing	☐ Ordering ☐ Invoicing ☐ Remitting ☐ Returning ☐		
		Phone #	Fax #
(PO Box or Street , City, Contact Name & Title:_	, State, 9-Digit Zip Required)	E-Mail Address	
Customer Service Info	rmation, if different: Phone # Fax #	E-Mail Address	
Vendors	Payees DO NOT fax to numbers below. The form must be retu	rned to the state agency reque	sting this information.
State Agency,	, fax vendor completed and signed form to: For Registered Vendors OSF, Attention Vendor Maint		
	OSF/DCS USE ONLY Date Posted:	By:	22 0072

OSF Form VEND (3/05)



STATE OF OKLAHOMA VENDOR/PAYEE FORM



	SUPPLEMENTAL INFORMATION - ALL VENDORS OR PAYEES formation below is requested under U.S. Tax Laws. Failure to provide this information may prevent you from being able to do ses with the State, or may result in the State having to deduct backup withholding amounts from its remittances to you.
U.S. Ta (This n	axpayer Identification Number (TIN) If none, but applied for, date applied number is also known as Federal Employer Identification Number [FEIN])
U.S. So	ocial Security Number (SSN)If none, but applied for, date applied
Comp Do For For Indivi Cit No ** NG FR	the box below that best describes your residency status: panies: pani
SIGNA	TURE - AND SUBSTITUTE IRS FORM W-9 CERTIFICATION
Under 1	penalties of perjury, I certify that the above information is correct and that:
1. Th	he number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
Se	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 crvice (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 in no longer subject to backup withholding.
3. 3.	I am a U.S. person (including a U.S. resident alien).
<u>withho</u> mortga	cation Instructions - You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup olding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For ige interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN
	Signature of Vendor Representative or Individual Payee Date

Title of individual signing form for company

Vendor/Payee (Same as Company Name from Page 1)

IRS Instuctions Regarding 1099 MISC Reporting

IRS Instuctions regarding 1099 MISC reporting are posted on the IRS website at: http://www.irs.gov/instructions/i1099msc/index.html. Reportable payments include (a) royalties or broker payments in lieu of dividends or tax-exempt interest; (b) rents, services (including parts and materials), prizes and awards, other income payments, medical and health care payments, crop insurance proceeds, cash payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or business of catching fish; (c) any fishing boat proceeds; or (d) gross proceeds paid to an attorney (see below).

Generally, if reportable payments do not fall under Box 1, 2, 3, 6 or 14, use Box 7. Specifically, all payments to physicians and medical corporations must be reported in Box 6. Attorney's fees, including payments to a law firm or other provider of legal services, are reportable in Box 7, except for gross proceeds. Gross proceeds paid to attorneys, under IRC section 6045(f), are reportable in Box 14. These include the total amount paid to an attorney for settlement agreements. These rules apply whether or not the legal services are provided to the payer and whether or not the attorney is exclusive payee (e.g., the attorney's and claimant's names are on one check). However, these rules do not apply to wages paid to attorneys that are reportable on Form W-2.

OSF Account Codes for 1099 Reporting - By Category

□ 1 - RF	ENTS	2 - ROYALTIES		☐ 3 - PRIZES AND AWARDS	
532110		3170 Royalties		552140 Incentive Awards – Monetary & N	Material
532120	Rent of Land	,		552160 Incentive Payments – Oklahoma F	
532130	Rent of Other Building Space			Breeders & Owners	
532140	Rent of Equipment and Machinery			552170 Incentive Payments – Oklahoma F	ilm
532150	Rent of Telecommunications Equip			Enhancement Rebate	
532160	Rent of Electronic Data Processing			Emiliancement results	
332100	Equipment				
532170	Rent of Electronic Data Processing				
332170	<u> </u>				
532190	Software Other Rents				
			-1-0-0		
	EDICAL & HEALTH CARE PAYMENTS		515870	Psychiatric & Substance Abuse Hospitals	
515700	Offices of Physicians (except Mental Health Speci	ialists)	515880	Specialty Hospitals (except Psychiatric & Substance Abuse)	
515710	Offices of Physicians, Mental Health Specialists		515890	Nursing Care Facilities	
515720	Offices of Dentists		515900	Residential Mental Retardation Facilities	
515730	Offices of Chiropractors		515910	Residential Mental Health & Substance Abuse Facilities	
515740	Offices of Optometrists		515920	Community Care Facilities for the Elderly	
515750	Offices of Mental Health Practitioners (except Phy	ysicians)	515930	Other Residential Care Facilities	
515760	Offices of Physical, Occupational & Speech Thera		537210	Laboratory Services & Supplies	
515770	Offices of Podiatrists		551230	Medical Services to Indigent (from agencies other than DHS)	
515780	Offices of all other Miscellaneous Health Practitio	oners	551240	Hospital Services to Indigents (from agencies other than DHS)	
515790	Family Planning Centers		551250	Other Health Services to Indigents (from agencies other than D	HS)
515800	Outpatient Mental Health & Substance Abuse Cen	nters	515280	Surveying & Mapping (except geophysical) Services	110)
515810	Other Outpatient Care Centers	11013	515290	Testing Laboratories	
515820	Medical and Diagnostic Laboratories		515300	Interior Design Services	
515830	Home Health Care Services		515300	Industrial Design Services	
515840	Ambulance Services		515320	Graphic Design Services	
515850	All other Ambulatory Health Care Services		515330	Other Specialized Design Services	
515860	General Medical & Surgical Hospitals ON-EMPLOYEE COMPENSATION		515350 515510	Custom Computer Programming Services	
				Photographic Services	
515010	Office of Levyyers		515520	Translation & Interpretation Convince	
515010	Office of Lawyers		515520	Translation & Interpretation Services	
515020	Offices of Notaries		515530	Veterinary Services	
515020 515030	Offices of Notaries Other Legal Services	n.c. :	515530 515540	Veterinary Services All other Professional, Scientific and Technical Services	
515020 515030 515060	Offices of Notaries Other Legal Services Accounting, Tax Preparation, Bookkeeping & Pay	roll Services	515530 515540 515550	Veterinary Services All other Professional, Scientific and Technical Services Management of Companies & Enterprises	
515020 515030 515060 515210	Offices of Notaries Other Legal Services Accounting, Tax Preparation, Bookkeeping & Payments for Contract Mentor Services	roll Services	515530 515540 515550 515560	Veterinary Services All other Professional, Scientific and Technical Services Management of Companies & Enterprises Office Administrative Services	
515020 515030 515060 515210 515220	Offices of Notaries Other Legal Services Accounting, Tax Preparation, Bookkeeping & Pay Payments for Contract Mentor Services Architectural Services	roll Services	515530 515540 515550 515560 515570	Veterinary Services All other Professional, Scientific and Technical Services Management of Companies & Enterprises Office Administrative Services Employment Placement Services	
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