

Effective April 1, 2020: Statewide Vendor Registration Processing is Changing!

OFFICE OF FINANCIAL MANAGEMENT NOTICE

- **Effective April 1, 2020** the OFM Statewide Payee Registration Unit is changing the process of adding and changing vendor information. Currently, WSDOT offices receive registration/change forms from vendors, they then submit those forms to the TRAINS Help Desk. After verifying key information, the TRAINS Help Desk then forwards the forms to OFM for action. The new directive will effectively remove WSDOT from the process and have the vendor deal directly with OFM.
- This falls in line with being prepared for the new One Washington Financial & Administration System that will be replacing existing systems in the near future.
- Will minimize any sensitive information being shared to multiple entities.
- This change will also help expedite the registration process with OFM as it takes several steps out of the existing process.

WHAT DOES THIS MEAN TO WSDOT?

- The TRAINS helpdesk will no longer be able to submit forms on behalf of vendors.
- Vendors will now submit forms to OFM and work directly with them.
- AFS will provide business cards that have the OFM Payee Registration Website QR link that can be distributed to potential vendors and will lead them directly to the website.

WHAT FORMS ARE REQUIRED?

- Vendor payee registration/W9 form
- Vendor/payee change form
- Direct deposit authorization form

WANT MORE INFORMATION?

The above forms as well as further details can be found on the [OFM's Statewide Vendor/Payee Services site](#).

CONTACT INFORMATION

Statewide Payee Desk

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