



Important Vendor Information Effective December 2011

Ohio Shared Services has recently updated the State of Ohio Vendor forms. The updated forms are now available on the [Ohio Shared Service Website](#). To ensure all forms submitted by vendors have the required information, listed below are the forms with a brief summary for each form.

Dear Potential State of Ohio Vendor Letter (OBM-7502)

This may be used by the agencies as a coversheet to provide to new vendors when requesting forms.

Vendor Information Form (OBM-5657)

Is required for all new vendor requests or updates to vendor information. Section 6 will need to be completed so vendors are able to obtain a user Id and password to receive Strategic Sourcing email notices of **State of Ohio** bid events. All information must be completed by the vendor. If you are providing forms to vendors, please be sure to include your contact information to the vendors for Section 10 if you would like to be notified of rejected forms.

IRS Form W-9

Required for new vendors, TIN changes, and when a vendor changes its name. A Vendor Information Form must also be provided. For name and TIN changes, a letter of explanation on vendor letterhead must be provided.

IRS Form W-8ECI

For foreign vendors who do not have a US Taxpayer Id.

Authorization Agreement for Direct Deposit of EFT Payments (OBM-4310)

The Vendor and ODJFS Medicaid Authorization Agreement Forms for Direct Deposit of EFT Payments have been combined into one form. Bank verification is a requirement and all information provided on the form must match the information listed in our system and on the provided bank verification. We are unable to accept bank statements, starter checks, and deposit slips as bank verification.

Note: The Vendor Information Form, IRS Form W-9, IRS Form W-8ECI, and the Authorization Agreement for Direct Deposit of EFT Payments **require a signature**. Electronic signatures are not accepted at this time.



Important Vendor Information Effective December 2011

State Employee Information Form (OBM-3458)

This form may be used by agencies as a coversheet when submitting required documents for State Employee entries or updates for OAKS FIN.

1099 Correction/Duplicate Request Form (OBM-7501)

This form is used by agencies to request adjustments to amounts or coding for prior fiscal year errors and duplicate 1099 forms.

Questions?

For more information on Ohio Shared Services vendor forms, please submit an inquiry via our [contact us page](#), by sending an email to vendor@ohio.gov (please do not include an attachment), or by calling 614-338-4781 or 1-877-OHIOSS1 (1-877-644-6771).

For questions regarding Strategic Sourcing or the eBid Web page, please contact the OAKS Help Desk by sending an email to oaks.helpdesk@oaks.state.oh.us or by calling 614-644-6625 or 1-888-OhioOAKS (1-888-644-6625).