

W-9 Guide

Updated 6/21/2018

W-9 Form (available at <https://esupplier.erp.delaware.gov>)

- Rebate recipients will complete this form as a “supplier” and a “user”
- This form allows our fiscal department to release a rebate to you

The image shows two screenshots from the State of Delaware eSupplier portal. The top screenshot is the 'Supplier Public Home Page' with four main tiles: 'Sign In', 'User Registration', 'Announcements', and 'FAQs | Contact Us'. The 'User Registration' tile is highlighted with a red box and a red arrow pointing to it, with a callout box that says 'Click User Registration tile'. The bottom screenshot is the 'User Registration' page, which is divided into two sections: 'Supplier' and 'User'. The 'Supplier' section has a 'Register now' button highlighted with a red box and a red arrow pointing to it, with a callout box that says 'Click Register now'. The 'User' section also has a 'Register now' button.

State of Delaware
Supplier Public Home Page

Sign In
User Registration
Announcements
FAQs | Contact Us

View Registration Options
01 Announcements
Get helpful information here.

Click User Registration tile

The User Registration page opens

Supplier Public Home Page
User Registration

Supplier

Register as a Supplier

New Suppliers Click below to register with the State of Delaware. This is for Suppliers, both businesses and employees, who have not previously registered with the State. If you have previously registered with the State, please use the second choice to obtain a user ID and password.

Less...

Register now

Click Register now

User

Existing Suppliers: Click below to request a User ID and Password.

Existing Suppliers must complete a one page request form in order to obtain a user ID and password. User ID and password allow suppliers to login to the eSupplier portal to manage their information.

Note: Suppliers will need their Supplier ID, an Access Code, and TIN number in order to request a user ID and password. Please contact Supplier Maintenance at 302-672-5000 if you need help locating your Supplier ID, or have not received an Access Code.

Less...

Register now

Continue to the next page

The New Supplier Registration Welcome box opens

New Supplier Registration

Welcome Identifying Information W9 Information Addresses Contacts Payment Information

Exit Previous Next

Welcome - Step 1 of 7

The State of Delaware requires the following information for all Suppliers (payees) before any payments can be issued.
This information is used to populate and maintain the State's vendor file.

Select an activity below:

Start a new registration form
 What type of entity do you represent?
 Business (Business/Individual providing goods or services to the State of Delaware)
 Employee (State of Delaware Employee with an Employee ID)
 Continue from where you left off (open a registration form that you previously saved for later)

Click the **Business** radio button

Click Next

Exit Previous Next

* Required field

The New Supplier Registration Identifying Information box opens

New Supplier Registration

Welcome Identifying Information W9 Information Addresses Contacts Payment Information

Click Next

Exit Previous Next

Identifying Information - Step 2 of 7

Unique ID & Company Profile

* Tax Identification Number

* Entity Name

Enter your **Social Security** number or **Tax Identification Number**

Enter your **name** or the **name of the business** receiving the rebate

Profile Questions

* May we contact you about receiving credit card payments?

No Yes

Select **No** or **Yes** from the drop down box

Additional Reporting Elements

Please check all that apply:

Emerging Small Business
 Women-Owned Business
 Veteran
 Disabled
 Minority Owned

Check all that apply
If none apply, leave blank
Click **Next**

Comments

Comments are optional: If you would like to provide a note regarding the services you are providing or other information for the Supplier Maintenance team to see, enter it here. This is **NOT** required.

The New Supplier Registration W9 Information box opens

New Supplier Registration
X

Welcome
Identifying Information
W9 Information
Addresses
Contacts
Payment Information

Exit | Previous Next

W9 Information - Step 3 of 7

Check appropriate box for federal tax classification.

Individual/sole proprietor or single-member LLC

Will your business be receiving payment from the State of Delaware for any of the following? Check applicable response(s).

<input type="checkbox"/> Rents	<input type="checkbox"/> Gross Attorney Proceeds	<input type="checkbox"/> Non-Employee Compensation (excludes reimbursements)
<input type="checkbox"/> Prizes and Awards	<input type="checkbox"/> Agriculture Payments	<input type="checkbox"/> N/A- Providing goods or receiving a reimbursement
<input type="checkbox"/> Medical & Health Care Services	<input type="checkbox"/> Taxable Grant Payments	
<input type="checkbox"/> Legal Services	<input type="checkbox"/> Interest Income	

C Corporation
 S Corporation
 Partnership
 Trust/Estate
 Limited Liability Company
 Other

Exemptions

Click Next

Exit | Previous Next

Select "Individual Sole Proprietor" followed by "Taxable Grant Payments"

The New Supplier Registration Addresses box opens

New Supplier Registration
X

Welcome
Identifying Information
W9 Information
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Exit | Previous Next

Addresses - Step 4 of 7

Primary Address

* Country USA United States

Address 1

Address 2

City Postal

State

*Email Address (used for ACH Remittance Notifications)

Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

Remit To Address
Address for remitting payment

Invoice Address
Address from which you send invoices

Click Next

Exit | Previous Next

Enter Primary Address information
Enter Email ID
Note: If you opt to receive payment via ACH (direct deposit), this is the email address the ACH remittances will be sent to

Click the Remit To or Invoice Address Box and enter address information if different from Primary Address

The New Supplier Registration **Contacts** box opens

The **Add Contacts** box opens

You will be returned to the **Contacts** box

The New Supplier Registration *Payment Information* box opens

If Manual Check is selected, NO banking information is required

Select the preferred **Payment Method** from the drop down box

Supplier Banking Information is where your payments will go

Enter the **Bank Name**

Enter the **Bank Routing Number**

Enter the **Bank Account Number**

Select the Checking or Savings Account from the **Account Type** drop down box

Click Next

*Required Field

Continue to the next page

The New Supplier Registration *Submit* box opens

New Supplier Registration

Submit - Step 7 of 7

Click the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting the following Terms of Agreement .

Email communication regarding this registration will be sent to:
 Email will default in

After clicking Submit, your request for a new account will be reviewed by the Supplier Maintenance Team. You will receive a confirmation email once your request has been approved. For questions, please e-mail PSF_Supplier_Maintenance@state.de.us, or call 302-672-5000 to speak to someone on the Supplier Maintenance team. Please provide a keycode for re-access should we require more information from you to complete the registration process.

*Keycode **Enter the password you created on the previous screen**

Make sure you read terms of agreement fully before submitting your registration.

Certification:
Under penalties of perjury, I certify that:

- 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
- I am not subject to backup withholding because:
 - I am exempt from backup withholding,
 - 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
 - The IRS has notified me that I am no longer subject to backup withholding, AND
- I am a U.S. citizen or other U.S. person (defined below).
Definition of a U.S. Person. For federal tax purposes, you are considered a U.S. person if you are:
 - An individual who is a U.S. citizen or U.S. resident alien,
 - A partnership, corporation, company, or association created or organized in the United States of the United States,
 - An estate (other than a foreign estate), or
 - A domestic trust (as defined in regulations section 301.7701-7)

Electronic System Submission:
Under penalties of perjury, I certify that:
I am the same person (or payee's agent) accessing the system and submitting this form as identified on the Substitute Form W-9.
By submitting this form electronically, I am affixing my electronic signature as the payee identified on the Substitute Form W-9 and I am in agreement with the State of Delaware to accept and process this transaction in electronic form.
"The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding."

Click to accept the Terms of Agreement above.

The New Supplier Registration *Registration Submit Details* box opens

SupplierBidder User registrat x

Registration Submit Details

Submitted

 You have successfully submitted your registration.

Your registration ID: 0000000

Any email regarding the registration status will be sent to:

**You have successfully submitted your registration request for approval
You will be assigned a Registration ID
Your email will be listed and a confirmation email of your submission for approval will be sent to you
Click the X at the top right of the box to exit
Once your registration has been approved by the Supplier Maintenance team your Supplier record will be established and you will receive an email with your Supplier ID.**

After submitting the W-9 form, no further action needs to be taken. You should receive an email from [DOF DOA_eSupplierSupport@state.de.us](mailto:DOF_DOA_eSupplierSupport@state.de.us) acknowledging that the form has been received.