

NEW VENDOR FORM INSTRUCTIONS

You are going to have to submit a Vendor/payee registration form to add your business to our system

If you go to the site listed OFM.WA.GOV/Payee you will see what is below. On the right in Reference Materials you will see a PDF for Vendor/payee registration form. This is the form you will need to print, fill out and submit. The form must be ink signed, **electronic signatures void the form**. This will set up snail mailed payments. If you also wish to be paid via direct deposit then please also submit the Direct Deposit Authorization PDF form. **If you submit the Direct Deposit Authorization Form at the same time please leave the SWV area blank**. This number is assigned **AFTER** the vendor registration form has been processed

The screenshot shows the Office of Financial Management website. The header includes the OFM logo and the tagline "Better information. Better decisions. Better government. Better Washington." A search bar is located on the right. The navigation menu includes links to Home, Washington Data & Research, Budget, Accounting, Facilities, State Human Resources, and IT Systems. The breadcrumb trail reads: Home » IT Systems » Accounting systems » Statewide Vendor/Payee Services.

Accounting systems

- 1099-NEC & 1099-MISC Reporting
- Accounts Receivable System (AR)
- Agency Financial Reporting System (AFRS)
- Capital Asset Management System (CAMS)
- Disclosure Forms Application (DF)
- Statewide Vendor/Payee Services**
 - Vendor Payee Registration
 - Changing your vendor registration
 - Vendor/Payee Direct Deposit

Statewide Vendor/Payee Services

It typically takes ten to fifteen business days to process a registration form that is complete.

Processing times may be delayed due to the Covid-19 pandemic.

OFM maintains a central vendor file for Washington State agencies to use for processing vendor payments. This allows you, as a vendor, to receive payments from all participating state agencies. This also allows you to receive payments by direct deposit, the state's preferred method of payment.

Statewide vendor number lookup

Statewide payee registration forms

- Vendor/payee registration form (PDF)
- Vendor/payee change form (PDF)
- Direct Deposit Authorization form (PDF)

Frequently asked questions

Reference materials

- Definitions of vendor types
- Statewide vendor number lookup
- Payee Registration useful information
- Vendor/payee registration form (PDF)
- Vendor/payee change form (PDF)
- [Direct Deposit Authorization form \(PDF\)](#)
- Account Payable Contact List

Contact information

You will see the most current forms on the right.