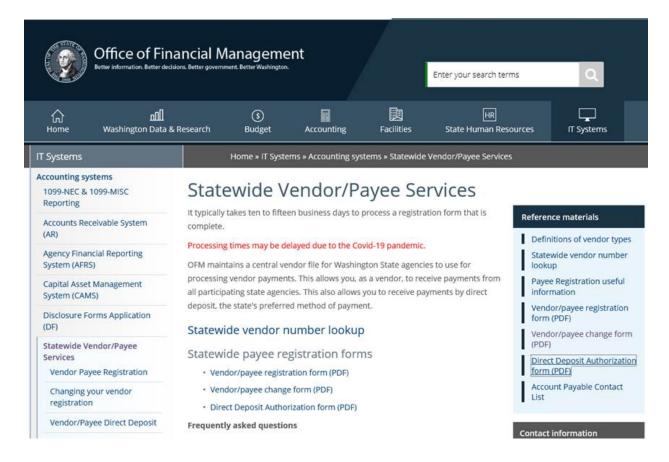
NEW VENDOR FORM INSTRUCTIONS

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



You will see the most current forms on the right.