

Dear Outside Medical Consultant:

To process your payment, please submit below **W9 - State of Arizona Substitute W-9 & Vendor Authorization Form** to me.

Future changes in address or name regarding **PAYMENT** or name need to be directly brought to the help desk with the Arizona Procurement Portal. Details are: **<https://app.az.gov/>** or call the **Arizona Procurement Portal (APP) Help Desk Directly at 602-542-7600.**

Please note that **you will receive a call from the State** to verify the last four digits of your bank account information if you choose direct deposit.

Remember to please update your address with the board here:
<https://www.azmd.gov/PhysicianCenter/PhysicianCenter#>

Please scroll down for the W9 & ACH forms!

GUIDELINES FOR OMC UPDATES IN APP:

OMC's are responsible for their Vendor Account updates. If the W-9 is sent to us for updating, it will take a bit longer for updates to be processed by APP. They should be sent directly to APP or go into APP and make their changes as follows:

For Password Change:

Login to APP: app.az.gov – USER ID: email address – PASSWORD: Password123* or password they may have already changed in APP

- Click on person icon next to their name (the right corner) – Click on 'My Account'
- Scroll down to 'Password'
- Enter 'Current Password' (Password123*)
- Enter 'New Password' – Enter 'Confirm New Password' – Click 'Update' – Save (blue button-top)
- Click on your name in right hand corner – 'Logout'

For Address Change:

Login to APP: app.az.gov – USER ID: email address – PASSWORD: Password123* or password they may have already changed in APP

Once in APP, they should change address in three places: Main Address – Order Address – Remit to Address

- Click on 'General Info' (blue bar-top)
- Click on 'My Company Information' – Company Information: Click on 'Create a Change Request'
- Scroll down to 'Main Address' – Change
- Click on 'P2P Information' – Change 'Order Address' and 'Remit to Address' – Never change 'Terms' (this can result in less pay remitted to OMC)
- Click on 'Submit for Approval'
- Click on your name in right hand corner – 'Logout'

To Cancel an Update:

Login to APP: app.az.gov – USER ID: email address – PASSWORD: Password123* or password they may have already changed in APP

- Click on 'General Info' (blue bar-top)
- Click on 'My Company Information'
- Scroll down to 'Change Log' – Click on 'Cancel' button (at top) - Click your name in right hand corner – 'Logout'

State of Arizona Substitute W-9: Request for Taxpayer Identification Number and Certification

Submit completed form to the State of Arizona Agency with whom you are doing business with for review and authorization.

1	Type of Request (Must select at least ONE) <input type="radio"/> New Request <input type="radio"/> New Location (Additional Address ID) <input type="radio"/> Change - Select the type(s) of change from the following: <input type="checkbox"/> Tax ID <input type="checkbox"/> Legal Name <input type="checkbox"/> Entity Type <input type="checkbox"/> Minority Business Indicator <input type="checkbox"/> Main Address <input type="checkbox"/> Remittance Address <input type="checkbox"/> Contact Information																													
2	Taxpayer Identification Number (TIN) (Provide ONE Only) TIN - OR SSN - -																													
3	Entity Name (As it appears on IRS EIN records, IRS Letter CP575, IRS Letter 147C or Social Security Administration Records, Social Security Card. If Individual, Sole Proprietor, Single Member LLC, enter First, Middle, Last Name.) Legal Name <input style="width: 100%;" type="text"/> DBA Name <input style="width: 100%;" type="text"/>																													
4	Entity Type (Must select ONE of the following) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="radio"/> Individual/Sole Proprietor or Single-Member LLC</td> <td><input type="radio"/> The US or any of its political subdivisions or instrumentalities</td> <td rowspan="4" style="width: 15%;">Description <input style="width: 100%;" type="text"/></td> </tr> <tr> <td><input type="radio"/> Corporation</td> <td><input type="radio"/> A state, a possession of the US, or any of their political subdivisions or instrumentalities</td> </tr> <tr> <td><input type="radio"/> Partnership</td> <td><input type="radio"/> Other: Tax Reportable Entity</td> </tr> <tr> <td><input type="radio"/> Limited Liability Company (LLC) including Corporations & Partnerships</td> <td><input type="radio"/> Other: Tax Exempt Entity</td> </tr> </table>			<input type="radio"/> Individual/Sole Proprietor or Single-Member LLC	<input type="radio"/> The US or any of its political subdivisions or instrumentalities	Description <input style="width: 100%;" type="text"/>	<input type="radio"/> Corporation	<input type="radio"/> A state, a possession of the US, or any of their political subdivisions or instrumentalities	<input type="radio"/> Partnership	<input type="radio"/> Other: Tax Reportable Entity	<input type="radio"/> Limited Liability Company (LLC) including Corporations & Partnerships	<input type="radio"/> Other: Tax Exempt Entity																		
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6	Veteran Owned Business <input type="checkbox"/> YES <input type="checkbox"/> NO																													
7	Entity Address Main Address (Where tax information and general correspondence is to be mailed) Remittance Address (Where payment is to be mailed) <input type="checkbox"/> Same as Main <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Address Line 1</td> <td colspan="3">Address Line 1</td> </tr> <tr> <td colspan="3">Address Line 2</td> <td colspan="3">Address Line 2</td> </tr> <tr> <td>City</td> <td>State</td> <td>Zip code</td> <td>City</td> <td>State</td> <td>Zip code</td> </tr> </table>			Address Line 1			Address Line 1			Address Line 2			Address Line 2			City	State	Zip code	City	State	Zip code									
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Phone	Ext.	Fax	Email																											
9	Exemption from Backup Withholding and FATCA Reporting: Complete this section if it is applicable to you. See instructions for more details Exemption Code for Backup Withholding <input style="width: 100%;" type="text"/> Exemption Code for FATCA Reporting <input style="width: 100%;" type="text"/>																													
10	Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct Taxpayer Identification Number, and 2. I am not subject to Backup Withholding because: (a) I am exempt from Backup Withholding, or (b) I have not been notified by the IRS that I am subject to Backup Withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to Backup Withholding, and 3. I am a US citizen or other US person, and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.																													
	Signature <input style="width: 100%;" type="text"/>		Print Name <input style="width: 100%;" type="text"/>	Date <input style="width: 100%;" type="text"/>																										

The State of Arizona Substitute W-9 Form Instructions

The State of Arizona (State), like all organizations that file an information return with the IRS, must obtain your correct Taxpayer Identification Number (TIN) to report income paid to you or your organization. The State uses the Substitute W-9 Form to obtain certification of your TIN in order to ensure accuracy of information contained in its payee/vendor system and to avoid Backup Withholding as mandated by the IRS. According to IRS regulations, the State must withhold 28% of all payments if a vendor/payee fails to provide the State its certified TIN. The Substitute Form W-9 certifies a vendor/payee's TIN. Any vendor/payee who wishes to do business with the State must complete the Substitute W-9 Form.

Part 1 - Type of Request: Select only one.

Part 2 - Taxpayer Identification Number (TIN): Enter your nine-digit TIN. The TIN is either your nine-digit Social Security Number (SSN) assigned by the Social Security Administration (SSA) or Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).

Part 3 - Entity Name: Enter the legal name as it appears on IRS EIN records, IRS Letter CP575, IRS Letter 147C or Social Security Administration Records, Social Security Card. If Individual, Sole Proprietor, Single Member LLC, enter First, Middle, Last Name. Enter your DBA in the designated line if applicable.

Part 4 - Entity Type: Select only one for TIN given.

Part 5 - Minority Business Indicator: Select only one for TIN given.

Part 6 - Veteran Owned Business: Select only one for TIN given.

Part 7 - Entity Address: List the locations for tax reporting purposes and where payments should be mailed.

Part 8 - Entity Contact Information: List the contact information.

Part 9 - Backup Withholding and FATCA Exemptions: If you are exempt from Backup Withholding and/or FATCA reporting, enter in the Exemptions box, any code(s) that may apply to you.

Backup Withholding Exemption Codes: Generally, Individuals (including Sole Proprietors) are not exempt from Backup Withholding. Additionally, Corporations are not exempt from Backup Withholding when supplying legal or medical services. If you do not fall under the categories below, leave this field blank. The following codes identify payees that are exempt from Backup Withholding:

Code 1: An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b) (7) if the account satisfies the requirements of section 401(f) (2)

Code 2: The United States or any of its agencies or instrumentalities

Code 3: A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or Instrumentalities

Code 4: A foreign government or any of its political subdivisions, agencies, or instrumentalities

Code 5: A corporation

Code 6: A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States Code 7: A futures commission merchant registered with the Commodity Futures Trading Commission

Code 8: A real estate investment trust

Code 9: An entity registered at all times during the tax year under the Investment Company Act of 1940

Code 10: A common trust fund operated by a bank under section 584(a)

Code 11: A financial institution

Code 12: A middleman known in the investment community as a nominee or custodian

Code 13: A trust exempt from tax under section 664 or described in section 4947

FATCA Exemption Codes: The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. If you are only submitting this form for an account you hold in the United States, leave this field blank. The following codes identify payees that are exempt from FATCA Reporting:

Code A: An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a) (37)

Code B: The United States or any of its agencies or instrumentalities

Code C: A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

Code D: A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)

Code E: A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c) (1) (i)

Code F: A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

Code G: A real estate investment trust

Code H: A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

Code I: A common trust fund as defined in section 584(a)

Code J: A bank as defined in section 581 Code K: A broker

Code L: A trust exempt from tax under section 664 or described in section 4947(a) (1)

Code M: A tax-exempt trust under a section 403(b) plan or section 457(g) plan

Part 10 - Certification: Please sign, date and provide preparer's name in appropriate space.

ARIZONA

DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING

STATE OF ARIZONA ACH AUTHORIZATION FORM

Original form is preferred. Please contact Vendor.PayAutomation@azdoa.gov if you have questions about the form or setup process.

**DO NOT SUBMIT COMPLETED FORM TO STATE OF ARIZONA AGENCIES. SUBMIT COMPLETED FORM TO:
DEPARTMENT OF ADMINISTRATION/GENERAL ACCOUNTING OFFICE**

**ATTN: VENDOR SETUP
100 N 15TH AVE, STE 302
PHOENIX, AZ 85007**

Check if DES/DDD Provider

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2
3
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6
7

Request Type (Select only ONE) New Change Cancellation, Cancellation Reason: <input type="text"/>			
Taxpayer Identification Number (TIN) EIN - OR SSN - -			
Legal Name, Address and Contact Information			
Name		Phone	Ext
Address		City	State Zip Code
Email Address			
Change Information - FOR CHANGE REQUEST ONLY			
Changing: <input type="checkbox"/> Financial Institution <input type="checkbox"/> Account Type <input type="checkbox"/> Account Number <input type="checkbox"/> Authorized Signers			
Previous Financial Institution: <input type="text"/>		Previous Account Type: Checking Savings	Previous Account Number: <input type="text"/>
AUTHORIZATION FOR NEW SETUP, CHANGE(S) OR CANCELLATION Pursuit to A.R.S. Sec. 35-185, I authorize the Arizona Department of Administration (ADOA), General Accounting Office (GAO) to process payments owed to me by the State of Arizona (State) via Automated Clearing House (ACH) deposits. The State shall deposit the ACH payments in the financial institution and account designated below. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or made impossible, and my electronic payments may be posted to the wrong account. I authorize the State to withdraw from the designated account all amounts deposited electronically in error in accordance with NACHA rules and timelines. If the designated account is closed or has an insufficient balance to allow withdrawal, then I authorize the State to withhold any payment owed to me by the State until the erroneously deposited amounts are repaid. If I decide to change or revoke this authorization, I recognize that I must forward such notice to the ADOA-GAO. The change or revocation is effective on the day the ADOA-GAO processes the request. I certify that I have read and agree to comply with the State's rules governing payments and electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended, or repealed. I consent to, and agree to, comply with these rules even if they conflict with this authorization form. I authorize the State to stop making electronic transfers to my account without advance notice. I certify that I am authorized to contract for the entity receiving deposits pursuant to this agreement and that all information provided is accurate.			
Name	Authorized Signature (Required)	Title	Date
Additional Authorized Signers			
Name	Authorized Signature	Title	Date
Name	Authorized Signature	Title	Date
Addendum record format <input type="radio"/> CTX <input type="radio"/> CCD+ Detailed ACH payment can also be viewed online at http://venpay.gao.azdoa.gov.			
Financial Institution			
Financial Institution Name		Phone	Ext
Address (Optional)		City	State Zip Code
Routing Number	Account Number	Account Type	Checking Savings
GAO USE ONLY			
Verified and Entered By And Date		Vendor #	Address ID
Entity Contact Verified By		Doc Number Entered	Approved By

STATE OF ARIZONA ACH AUTHORIZATION FORM INSTRUCTIONS

ORIGINAL FORM IS PREFERRED. ANY REQUEST FOR ACH PAYMENTS INTO MULTIPLE ACH ACCOUNTS WILL BE REVIEWED AND APPROVED ON A CASE-BY-CASE BASIS.

**DO NOT SUBMIT COMPLETED FORM TO STATE OF ARIZONA AGENCIES.
SUBMIT COMPLETED FORM TO THE GENERAL ACCOUNTING OFFICE FOR REVIEW AND SETUP.**

SUBMIT COMPLETED FORM TO:

DEPARTMENT OF ADMINISTRATION/GENERAL ACCOUNTING OFFICE
ATTN: VENDOR SETUP
100 N 15TH AVE, STE 302 PHOENIX, AZ 85007

For **AHCCCS Medicaid Providers only** use the following link to self-register EFT/ACH information:

<https://www.azahcccs.gov/PlansProviders/RatesAndBilling/FFS/directdeposit.html>

Part 1 - Request Type: Select one.
Part 2 - Taxpayer Identification Number (TIN): Enter your nine-digit TIN. The TIN is either your nine-digit Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS) or Social Security Number (SSN) assigned by the Social Security Administration (SSA), whichever one is associated with the Legal Name in Part 3.
Part 3 - Legal Name, Address, and Contact Information: Complete all information.
Part 4 - Change Information (Change Request Only): Check all boxes that correspond to the account information being changed.
Part 5 - Authorization: List at least one authorized signer and up to two additional authorized signers. Only an authorized signer is able to authorize new setup and changes.
Part 6 - Financial Information: Complete all information. Address is optional.
Part 7 - General Accounting Office Use Only: Do not complete.