

NEW VENDOR FORM - OFFICE OF PUBLIC DEFENSE SERVICES

In order to process a payment to you, the State of Oregon requires that you provide a tax identification number. This may be your Social Security number (SSN) or a Federal Employer ID number (FEIN). One of these numbers is necessary to enter your information into the state's financial system.

For providers who bill and are paid under a SSN, the number need only be provided once. After the information has been entered into the state system, you will be assigned a unique vendor number for billing purposes. Using the assigned vendor number protects you from potential identity theft. We will notify you of your vendor number once it has been issued.

Please provide our office with the information requested below. Your name or business name must be exactly as the issuing agency currently has on record.

Tax ID number: \_\_\_\_\_

This is my Social Security number       This is my Federal EIN

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please mail or fax this form. Do not send via email. Fax to (503) 378-4463 or mail to:

Office of Public Defense Services  
Accounts Payable  
1175 Court St NE  
Salem, OR 97301

If you have billing questions, you may call (800) 477-5892 or email your questions to the accounts payable mailbox at [Accounts.Payable@opds.state.or.us](mailto:Accounts.Payable@opds.state.or.us). Your email should not contain your Social Security number.