Oregon ELMS W-9 FAQ

Quick answers to common questions

Q. Why am I being asked to submit a W-9 form?

A. When you submitted your ERDC listing form to become an ERDC provider, you provided an EIN/TIN number. As the Department of Early Learning and Care moves to a new provider payment system, we need to collect a W-9 form to set you up in the payment system.

Q. Do all ERDC providers need to submit a W-9 form?

A. No, only ERDC providers that used an EIN/TIN number when being set up as an ERDC provider by the Oregon Department of Human Services will need to submit a W-9 form.

Q. What is a W-9 form?

A. A W-9 form is an official tax form used by the Internal Revenue Service (IRS) for employers or individuals to verify name, address, and tax identification number or social security number. This information is often used to generate a 1099 tax form, which is required for tax filing. It is also used to verify information with the IRS to ensure you can receive payments from the State of Oregon.

Q. Where do I access the W-9 form?

A. We have attached printed versions on the IRS W-9 form in both Spanish and English. Below are the links to access the digital versions of these forms on the IRS website.

W-9 form in English: https://www.irs.gov/pub/irs-pdf/fw9.pdf

W-9 form in Spanish: https://www.irs.gov/pub/irs-pdf/fw9sp.pdf

Q. How do I submit a W-9 form?

A. Please submit your W-9 to DELC.ELMSProviderRegistration@delc.oregon.gov. If you have questions or need help with the website, please email DELC.ELMSProivderRegistration@delc.oregon.gov.

Q. Should I list my Social Security Number or Employer Identification number in PART 1: Taxpayer Identification Number?

A. You should list only the number that you use for tax purposes. This information must match the name or business on file with the IRS. If you are an LLC, you must mark the LLC box and fill out the line next to it indicating type of LLC.

Q. How do I fill out the W-9 form?

A. Instructions are located on the W-9 form and provide detailed information on the purpose of the form and how each line should be filled out. Please be sure this form is signed by an authorized representative prior to submitting.

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Oregon ELMS W-9 FAQ (continued)

Quick answers to common questions

Q. What will happen if I do not submit a W-9?

A. The Department of Early Learning and Care will be unable to send any payments to you or your business.

Q. Can I change from an SSN to a FEIN vendor?

A. Yes. Your address must match what is on file in SFMA and the company name you are registered under.

Q. Who do I contact if I speak a language other than English or Spanish and need assistance with the W-9 form?

A. Please contact DELC.ELMSProviderRegistration@delc.oregon.gov. We will connect you with someone who can assist with help in your language.