

W-9 & Direct Deposit Form Q&A (Version 2.6; Feb. 2020)

1. **For what situations do the W-9 & Direct Deposit forms need to be submitted?**

The **W-9 & Direct Deposit forms** are to be used for the following situations:

1. To get a new vendor on-file to receive payment from the State of Indiana.
2. To get a DCS employee on-file to receive payment for mileage/travel.
3. To report a change of information for an existing vendor or DCS employee (e.g. new banking info., address change, adding or changing e-mail addresses for receiving EFT Notifications, etc.).

2. **Are both W-9 & Direct Deposit forms always required for the above 3 situations?**

No, some situations require submission of a W-9 only; following is more detailed guidance:

- **When submitting for a new employee or vendor**, both forms must be completed and submitted.
- **When changing only an address**, only the W-9 is required if the employee/vendor is active and already has banking information on file.
- **When changes need to be made to banking information**, both the W-9 and Direct Deposit forms must be submitted.
- **When email addresses need changed**, both forms must be submitted, however no banking information is required.

3. **What are some examples of uses for the W-9 & Direct Deposit forms?**

- **New DCS employees who are to begin receiving payment for mileage/travel.**
- **Foster Parents** licensed thru DCS who are to begin receiving per diem, personal allowance, mileage/travel, etc.
- **Relatives** who are to begin receiving reimbursement for costs of care, personal allowance, mileage/travel, etc.
- **Adoptive parents** who are to begin receiving Adoption Subsidy payments.
- **Newly-contracted service & placement providers.**
- **Day care facilities** that are to be paid for child care services for DCS children.
- **Any vendor/business [that is not a current state vendor] to be paid for services provided for DCS children & families.**
- **Any of the above who are current DCS employees or vendors AND who need to report a change in banking information, address change, etc.**

4. **Where can I find the W-9 & Direct Deposit forms?**

Both forms are available at <http://www.in.gov/dcs/2328.htm>, as well as an instruction sheet for vendors. Please ensure you have a current version of the form: **W-9** (Rev. October 2018) & **Automated Direct Deposit Authorization Agreement**, State Form 47551 (R7 / 5-18).

5. **Is an e-mail address required in Section 3 of the Direct Deposit form?**

Yes, that is a new requirement for all state employees and vendors.

6. **Are instructions available to vendors for submission of a W-9 & Direct Deposit form?**

Yes, a vendor instruction sheet is available at: <http://www.in.gov/dcs/2328.htm>

7. **How / Where do I submit these forms?**

➤ **To submit a W-9 and/or Direct Deposit form for a DCS vendor:**

Internal submission (i.e. within the State of Indiana e-mail system, including DCS local offices) of the W-9 & Direct Deposit forms should be done via scan & e-mail to DCSResourceUnit@dcs.in.gov

Otherwise, these forms can be faxed to DCS Resource Unit at 317-232-1737 or mailed to:

**DCS Resource Unit
Room W364, Mail Stop 54
402 W. Washington Street
Indianapolis, IN 46204**

➤ **To submit a W-9 and/or Direct Deposit form for a DCS employee:**

These forms should be faxed to DCS Travel at 317-232-1561.

8. **What if I have a question RE vendor submission of the W-9 or Direct Deposit form?**

Vendor-related questions; please e-mail DCSResourceUnit@dcs.in.gov or call 877-340-0309 (option 2).

9. **What if I have a question RE DCS employee submission of the W-9 or Direct Deposit form?**

DCS employee-related questions; please e-mail DCSTravelInquiries@dcs.in.gov.