

W-9 & Direct Deposit Form Instructions for DCS Vendors

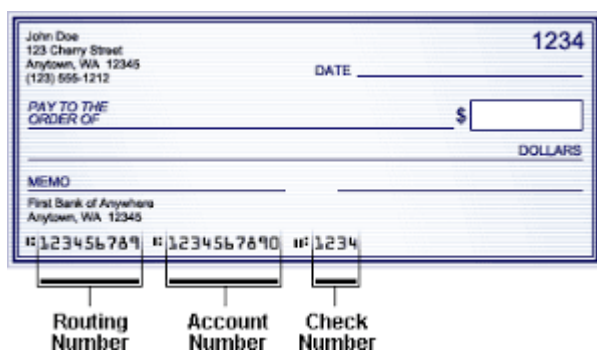
(Version 2.2 – November 2018)

W-9 & Direct Deposit forms are submitted (1) for a vendor to initially receive payment from the State of Indiana, and (2) when an existing vendor needs to report a change of information on-file (e.g. new banking information, change of address, adding or changing e-mail addresses for receiving EFT Notifications, etc.)

Guidelines for Completion of W-9 & Direct Deposit forms:

1. 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)**.
Forms available under "Finance" at: www.in.gov/dcs/2328.htm
2. Please follow the instructions that accompany the forms. Following are some specific examples including which forms are required for each:
 - **When submitting for new vendors**, both forms must be completed and submitted.
 - **When changing only an address**, only the W-9 is required for an active vendor already on file.
 - **When changes need to be made to banking information**, submit both W-9 and Direct Deposit forms.
 - **When email addresses need changed**, submit both forms, however no banking info. is required.
3. Please write a note at the top of the form(s) indicating type of vendor (e.g. foster parent, adoptive parent, residential provider, etc.), as well as a brief summary of the reason(s) for submitting vendor forms (e.g. address change, bank change, adding e-mail address, etc.)
4. When changing bank account, submission of a Direct Deposit form must include **Prior Routing Number** and **Prior Account Number** of the previous account just above Section 1 of the form, as well as new account information completed in Section 2 (i.e. type of account, name of **Financial Institution**, **Routing Number** and **Account Number**).

The images below illustrate where to find the 9-digit **Routing Number** and the **Account Number** at the bottom of a check:



5. Voided checks and bank letters will no longer suffice in lieu of Direct Deposit form Section 2 completion, however, inclusion of such documentation will help to verify that information on the form is correct.
6. When changing bank accounts, it is recommended that the old account remain open until after the first deposit to the new account.
7. Please be sure to include an e-mail address in Section 3 of the Direct Deposit form, for delivery of the ACH Notification via e-mail, as that is a requirement for all state vendors.

8. For 2-parent foster or adoptive parent households, only 1 parent can be submitted as vendor/payee. Payment can be directed to either foster parent, as long as the vendor/payee is licensed. Vendor/payee must also be included as a named account-holder of the bank account submitted.
9. For adoptive parents considering changing vendor/payee from one parent to the other, please contact DCS Central Eligibility Unit at Centralized.Eligibility@dcs.IN.gov or 877-265-0086
10. For DCS contracted providers, legal name submitted should coincide with contract legal name.
11. For contracted providers considering re-structuring and/or operating under a new Tax ID, please be sure to provide DCS at least 60 days notice prior to that change, as required in your contract, so that the transition can be accommodated. Contracts, purchase orders, referrals, ICPR's, etc. are all systematically connected, so such business changes may require considerable coordination and work behind the scenes.
12. For any invoices submitted within 2 weeks after submitting vendor forms, please attach a copy of the submitted Vendor form(s) to the invoice, along with a brief note that the form has already been submitted to the DCS Resource Unit.
13. Any questions, please e-mail DCSResourceUnit@dcs.in.gov or call 877-340-0309 (option 2)

W-9 and Direct Deposit Form Submission Guidelines:

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**