

**Thank you for supporting the Indiana Department of Natural Resources!**

DNR is committed to the wise use of the State’s resources *and* our tax dollars. To that end, as directed by State of Indiana laws and Indiana Department of Administration (IDOA) policy, all entities (“vendors”) conducting business with DNR must be a registered state vendor before we can create a purchase order or make a payment. The Automated Direct Deposit Authorization Agreement & W9 are NOT required when submitting a bid for a Public Works project, however, if you are the successful low bidder, these forms will be required in order to receive a contract / purchase order for work.

**WE GET IT: Doing business with the State can seem overwhelming!** To save you some time, here’s a brief outline of what’s required to become a registered state vendor:

REQUIREMENT		DETAIL
<b>1</b>	<b>AUDITOR OF STATE (AOS) VENDOR DATABASE</b>	<p>AOS Vendor Database Registration is free. <b>COMPLETE THESE TWO FORMS</b> found online at <a href="https://www.in.gov/auditor/924.htm">https://www.in.gov/auditor/924.htm</a></p> <p>1) <i>Request for Taxpayer Identification Number and Certification</i> (IRS W-9, November 2017 version); and                      2) <i>Automated Direct Deposit Authorization Agreement</i> (State Form 47551; R7/5-18 version)</p>
	<i>Required for all direct deposit payments (regardless of amount) to new vendors; former vendors with inactive accounts; or current/active vendors with changes (e.g. address, business name, bank account).</i>	
<b>2</b>	<b>IDOA BIDDER PROFILE REGISTRATION</b>	<p>Registration is free and assigns each vendor a unique ID used by DNR to select them for all future purchase orders and payments. Perform your one-time registration online at <a href="http://www.in.gov/idoa/2464.htm">http://www.in.gov/idoa/2464.htm</a>.  <i>(Full disclosure: IDOA’s Bidder Registration system can logout after periods of inactivity and be slightly difficult to navigate. Keep your password handy!)</i></p> <p>Detailed information about registration can be viewed at the IDOA Vendor and Supplier Resource Center at <a href="http://www.in.gov/idoa/3106.htm">http://www.in.gov/idoa/3106.htm</a>.</p>
	<i>To receive a purchase order (\$500 or more), vendors must have an IDOA Bidder Profile, even if not technically “bidding” on anything.</i>	
<b>3</b>	<b>SECRETARY OF STATE (SOS) BUSINESS REGISTRATION</b>	<p>Indiana businesses are likely already registered. Out-of-State vendors may need to register and/or secure an Indiana agent. Initial registration costs \$90, with a \$30 fee every two years to remain current. Contact the SOS for detailed advice.</p> <p>Registration is performed online at <a href="https://inbiz.in.gov/BOS/Home/Index">https://inbiz.in.gov/BOS/Home/Index</a>. Start by conducting a “Business Search” to see if you are already registered.</p>
	<i>Except for Sole Proprietorships and General Partnerships, vendors must register per IC 23-1-49-1 to receive a purchase order (\$500 or more).</i>	
<b>4</b>	<b>TAX CLEARANCES</b>	<p>Vendors must be current with all tax payments to the Indiana Department of Revenue and the Indiana Department of Workforce Development. Contact DOR (<a href="http://www.in.gov/dor/3325.htm">http://www.in.gov/dor/3325.htm</a>) and DWD (<a href="http://www.in.gov/dwd/2328.htm">http://www.in.gov/dwd/2328.htm</a>) directly for advice and assistance.  <b>DNR cannot provide tax advice or tax-related information.</b></p>
	<i>DNR cannot issue a purchase order (\$500 or more) to any vendor who owes taxes to the State of Indiana.</i>	

Detailed information about registration can be viewed at the IDOA Vendor and Supplier Resource Center at <http://www.in.gov/idoa/3106.htm>.

*We truly appreciate your partnership with DNR!*