

## Notice to Consultants:

WSDOT, in conjunction with the Office of Financial Management (OFM), is implementing a project that will enhance our security standards and protect confidential information of companies and individuals who do business with the state. In addition, new IRS withholding and reporting requirements are being implemented to meet the IRS's Jan. 1, 2012 deadline.

This project will change our practice of using Tax Identification numbers (TIN) or Social Security numbers for customer identification, and will instead use the Statewide Vendor ID number.

[SWV Form](#) (pdf, 37kb)

[SWV Change Form](#) (pdf, 37kb)

The TIN will still be in the Agency Financial Reporting System (AFRS), but will only be available to authorized users, and for federal reporting purposes. OFM is also launching a statewide enterprise system in response to the new IRS requirements, called [Enterprise Payment Services](#) (EPS).

## What are the changes?

- To prepare WSDOT for the conversion to EPS, the vendor ID number is being expanded to 12 characters for compatibility with AFRS. Starting July 1, 2011, WSDOT will transition to a new payment process in which all payments to vendors will be processed through AFRS.  
[SWV Add a vendor process](#) (pdf, 17kb)
- In preparation, all vendors in the TRAINS vendor table will be converted to the statewide vendor ID number. Effective April 20, 2011, no new vendors will be added to TRAINS without the required Statewide Vendor ID number and the "[Substitute W-9](#)" form. WSDOT will use the new statewide vendor ID number for any transactions with contractors, vendors and others who do business with us when we "go live" this summer.
- In addition, OFM is creating a self-service, web-based vendor (payee) portal for entities wanting to do business with the state. The new website is planned to go live in summer 2012.

If you have questions please contact:

[TRAINS Help Desk](#)

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