

Payee Registration for Emergency Workers

Due to an IRS requirement, the State of Washington must register everyone it sends payments to as a "payee" (formerly "vendor.") This requires the completion of a state form ("Statewide Payee Registration") which includes registration information, payment option selection and an IRS form W-9. Copies of the form and instructions can be accessed from the Department of Enterprise Services (DES) web site: <https://des.wa.gov/services/contracting-purchasing/doing-business-state/receiving-payment-state> . While most of what is required is covered in the standard instructions for the form, there are a few items that are peculiar to Emergency Workers which will be covered here.

Individuals Enter your social security number in the appropriate space. In Step 2, where the form asks for "Type of Business" enter "Volunteer Emergency Worker." Under the "Select Payment Options" portion of the form (Step 3), decide how you wish to receive your Emergency Worker Program claim reimbursement payments. If you wish to receive a check mailed to your home or post office box, select "Check in US mail" and proceed to Step 5. If, however, you wish to receive your Emergency Worker Program claim reimbursement payments by direct deposit to your bank or credit union account, select "Direct Deposit to bank." If, and ONLY IF, you have checked "Direct Deposit to bank" complete the direct deposit information portion of the form (Step 4) including signature and date.

For the W-9 portion of the form (step 5) check "Volunteer" (item 3) and "If exempt from backup withholding check here" (item 5.) Enter your social security number in the appropriate spaces. Complete the rest of the form and sign.

Units (501(c)(3)) Enter your "Employer Identification Number" (EIN) in the appropriate space. In Step 2, where the form asks for "Type of Business" enter "Volunteer Emergency Workers." Under the "Select Payment Options" portion of the form (Step 3), decide how you wish to receive your Emergency Worker Program claim reimbursement payments. If you wish to receive a check mailed to the unit, select "Check in US mail" and proceed to Step 5. If, however, you wish to receive your Emergency Worker Program claim reimbursement payments by direct deposit to your bank or credit union account, select "Direct Deposit to bank." If, and ONLY IF, you have checked "Direct Deposit to bank" complete the direct deposit information portion of the form (Step 4) including signature and date.

For the W-9 portion of the form (Step 5) check "Tax Exempt Organization" (item 3) and "If exempt from backup withholding check here" (item 5.) Enter your unit's EIN in the appropriate spaces. Complete the rest of the form and sign.

As noted on the DES web page and on the form, forward the completed forms to:

Statewide Payee Desk
P.O. Box 41450
Olympia, WA 98504-1434
Fax: 360-664-3363

Please DO NOT include completed payee registration forms with an emergency worker claim.

If you change your address, phone number, or email address or if you have not submitted an Emergency Worker claim within the last two years, you must update your registration by submitting a new registration form with "CHANGE to EXISTING REGISTRATION" checked at the top of the form.

Please note: the above instructions are intended for Emergency Workers and Units that do not receive any payments from the State of Washington except Emergency Worker Program claim reimbursements. If you do receive other types of payments you should contact DES for guidance relative to your particular situation.

If you have any questions, you may contact the Payee Help Desk at payeehelpdesk@watech.wa.gov or (360) 407-8180. You may also contact me directly at Chris.Long@mil.wa.gov or 253-512-7024.

Chris Long
State SAR Coordinator