

Dear Vendor,

Effective January 5, 2009, the State of Delaware (the “State”) has streamlined its process for adding vendors to and maintaining vendor information in its financial system.

As you may be aware, federal IRS regulations require that a W9 form be on file with the State for each vendor prior to conducting business. A revised W9 form must also be filed by vendors in order to update their information (changes in Taxpayer Identification Number (TIN), business name and/or add/modify addresses) in the State’s financial system.

In lieu of completing a hardcopy W9 form, then faxing or mailing it, the State has developed a Delaware Substitute W9 form which may be completed on-line via a secure web-site at <https://dew9.accounting.delaware.gov>. Once completed and submitted by clicking the “Submit” button on the website, the Delaware Substitute W9 information you provide will go directly to the Delaware Division of Accounting (DoA) staff for review and loading into the State’s financial system. The State organization may then begin to process purchase orders and payments pursuant to conducting business with you as a vendor.

If you have questions about the Delaware Substitute W-9 form or encounter problems accessing or completing it on-line, please contact [Jack.Kennedy@state.de.us](mailto:Jack.Kennedy@state.de.us) or [Nancy.Sapp@state.de.us](mailto:Nancy.Sapp@state.de.us) or via phone at (302) 734-6826 or (302) 734-6827.

If you chose not to complete the Delaware Substitute W9 form on-line, you may obtain an IRS W9 form at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> or by requesting a hardcopy be faxed or mailed by contacting [Jack.Kennedy@state.de.us](mailto:Jack.Kennedy@state.de.us) or [Nancy.Sapp@state.de.us](mailto:Nancy.Sapp@state.de.us) or via phone at (302) 734-6826 or (302) 734-6827 at **Division of Accounting** and returning the completed form by faxing to **302-736-7909** or sending to **Attention: Nancy Sapp or Jack Kennedy, ERP Project, Division of Accounting, 800 Silver Lake Blvd, Suite 100, Dover, DE 19904.**