



**State of Oklahoma
Office of State Finance
Vendor Maintenance**

Vendor/Payee Form

Change Existing Address # _____

Additional Address

The State of Oklahoma requires the following information for all new vendors (payees) before any payments can be made. This information is used to establish you in the State's vendor file. The form must be signed to be valid. This form should not be used to establish Garnishment Vendors or State Employee Vendors.

AGENCY SECTION

Agency Name _____		
Contact Name _____	Phone #: _____	Fax#: _____
1099 Reportable Status <input type="checkbox"/> Add: <input type="checkbox"/> Remove:	Attention Paying Agency: Please check the Add box on the left if payments to this vendor/Payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the Remove box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor: <input type="checkbox"/> 1 - Rents <input type="checkbox"/> 2 - Royalties <input type="checkbox"/> 3 - Prizes & Awards <input type="checkbox"/> 6 - Medical & Health Care <input type="checkbox"/> 7 - Non-Employee Compensation <input type="checkbox"/> 10 - Crop Insurance Proceeds <input type="checkbox"/> 14 - Gross Proceeds to an Attorney	
PeopleSoft (Oracle) 10-digit Vendor #: _____		

VENDOR/PAYEE SECTION (Please print or type this information. Complete and fax to requesting State Agency)

Company Name (or Individual, or Government Entity) _____	Phone # _____	Fax # _____
Name on IRS Record (if different than above) _____	Phone # _____	Fax # _____
VENDOR/PAYEE TIN/SSN: _____		
Business Address:		
(PO Box or Street, City, State, 9-Digit Zip Required) _____	E-mail Address _____	
Optional Address – check as appropriate:		
If different, <input type="checkbox"/> Pricing <input type="checkbox"/> Ordering <input type="checkbox"/> Invoicing <input type="checkbox"/> Remitting <input type="checkbox"/> Returning	Phone # _____	Fax # _____
(PO Box or Street, City, State, 9-Digit Zip Required) _____	E-mail Address _____	
Contact Name & Title: _____		

If different, <input type="checkbox"/> Pricing <input type="checkbox"/> Ordering <input type="checkbox"/> Invoicing <input type="checkbox"/> Remitting <input type="checkbox"/> Returning	Phone # _____	Fax # _____

(PO Box or Street, City, State, 9-Digit Zip Required) _____	E-mail Address _____	
Contact Name & Title: _____		
Customer Service Information, if different:		
Phone # _____	Fax # _____	E-mail _____

Vendors/Payees DO NOT fax to numbers below. The form must be returned to the state agency requesting this information. Use OSF_GARNVEND form for Garnishment Vendors.

State Agency, fax completed and signed form to: OSF, Attention Vendor Maintenance 405-521-3383 or 405-522-0392

OSF/DCS USE ONLY:	Date Posted: _____	By: _____
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OSF Account Codes for 1099 Reporting - By Category

<input type="checkbox"/> 1 - RENTS	532110 Rent of Office Space 532120 Rent of Land 532130 Rent of Other Building Space 532140 Rent of Equipment and Machinery 532150 Rent of Telecommunications Equip 532160 Rent of Electronic Data Processing Equipment 532170 Rent of Electronic Data Processing Software 532190 Other Rents	<input type="checkbox"/> 2 - ROYALTIES	553170 Royalties	<input type="checkbox"/> 3 - PRIZES AND AWARDS	552140 Incentive Awards – Monetary & Material 552160 Incentive Payments – Oklahoma Horse Breeders & Owners 552170 Incentive Payments – Oklahoma Film Enhancement Rebate
<input type="checkbox"/> 6 - MEDICAL & HEALTH CARE PAYMENTS	515700 Offices of Physicians (except Mental Health Specialists) 515710 Offices of Physicians, Mental Health Specialists 515720 Offices of Dentists 515730 Offices of Chiropractors 515740 Offices of Optometrists 515750 Offices of Mental Health Practitioners (except Physicians) 515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists 515770 Offices of Podiatrists 515780 Offices of all other Miscellaneous Health Practitioners 515790 Family Planning Centers 515800 Outpatient Mental Health & Substance Abuse Centers 515810 Other Outpatient Care Centers 515820 Medical and Diagnostic Laboratories 515830 Home Health Care Services 515840 Ambulance Services 515850 All other Ambulatory Health Care Services 515860 General Medical & Surgical Hospitals	515870 515880 515890 515900 515910 515920 515930 537210 551230 551240 551250 515280 515290 515300 515310 515320 515330 515350	Psychiatric & Substance Abuse Hospitals Specialty Hospitals (except Psychiatric & Substance Abuse) Nursing Care Facilities Residential Mental Retardation Facilities Residential Mental Health & Substance Abuse Facilities Community Care Facilities for the Elderly Other Residential Care Facilities Laboratory Services & Supplies Medical Services to Indigent (from agencies other than DHS) Hospital Services to Indigents (from agencies other than DHS) Other Health Services to Indigents (from agencies other than DHS) Surveying & Mapping (except geophysical) Services Testing Laboratories Interior Design Services Industrial Design Services Graphic Design Services Other Specialized Design Services Custom Computer Programming Services		
<input type="checkbox"/> 7 - NON-EMPLOYEE COMPENSATION	515010 Office of Lawyers 515020 Offices of Notaries 515030 Other Legal Services 515060 Accounting, Tax Preparation, Bookkeeping & Payroll Services 515210 Payments for Contract Mentor Services 515220 Architectural Services 515230 Landscape Architectural Services 515240 Engineering Services 515250 Drafting Services 515260 Building Inspection Services 515270 Geophysical Surveying & Mapping Services 515280 Surveying and Mapping (except geophysical) Services 515290 Testing Laboratories 515300 Interior Design Services 515310 Industrial Design Services 515320 Graphic Design Services 515330 Other Specialized Design Services 515350 Custom Computer Programming Services 515360 Computer Systems Design Services 515370 Computer Facilities Management Services 515380 Other Computer Related Services 515400 Administrative Management & General Management Consult Services 515410 Human Resources & Executive Search Consulting Services 515420 Marketing Consulting Services 515430 Process, Physical Distribution, & Logistics Consulting Services 515440 Other Management Consulting Services 515450 Environmental Consulting Services 515460 Other Scientific & Technical Consulting Services 515470 Research & Development in the Physical, Engineering, & Life Sciences 515480 Research & Development in the Social Sciences & Humanities 515490 Advertising and Related Services 515500 Marketing Research & Public Opinion Polling 515510 Photographic Services 515520 Translation & Interpretation Services 515530 Veterinary Services 515540 All other Professional, Scientific and Technical Services 515550 Management of Companies & Enterprises 515560 Office Administrative Services 515570 Employment Placement Services 515580 Business Support Services 515590 Document Preparation Services	515600 515610 515620 515630 515640 515650 515660 515940 515950 515960 515970 515980 515990 531150 531160 531170 531190 531220 531330 531390 533110 533120 533130 533140 533150 545110 546210 546220 547110 547120 547210 552120 553160 554190	Telephone Call Centers Business Service Centers Collection Agencies Credit Bureaus Other Business Support Services Investigation & Security Services Educational Services Individual & Family Services Community Food & Housing & Emergency & Other Relief Services Vocational Rehabilitation Services Child Day Care Services Arts, Entertainment and Recreation Other Services (except Public Administration) Printing and Binding Contract Advertising Informational Services Exhibitions, Shows and Special Events Burial Charges Jury and Witness Fees Payments for Photographing Supplies and Services Maintenance and Repair of Buildings and Grounds (outside vendors) Maintenance and Repair- Equipment (outside vendors) Maintenance and Repair of Telephone Equipment (outside vendors) Maintenance and Repair of Data Processing Equipment (outside vendors) Maintenance and Repair of Data Processing Software (outside vendors) Land Improvements Buildings and Other Structures –Construction and Renovation Major Maintenance and Repair of Equipment Highway and Bridge Construction Expense-Contractual Maintenance and Repairs to Highways and Bridges Major Maintenance and Renovation –Bridges Teacher Stipends (“Incentive” payments) Legal Settlements Reportable to the IRS Voter Registration Services		
<input type="checkbox"/> 14 - GROSS PROCEEDS TO AN ATTORNEY	553180 Settlements – Paid To/Thru Attorney				