



## Directions Vendor Form W-8BEN

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### OMES Unit: VENDOR REGISTRATION

#### Form Number and Name:

Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals).

Form W-BEN-E, Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Business Entities).

#### Description:

Non-U.S. vendors must complete the IRS Form W-8BEN or W-8BEN-E and submit with their solicitation response. Failure to do so may delay contract award. The State of Oklahoma requires the following information for all vendors (payees) before any payments can be made. This information is used to establish the vendor in the State's vendor file and meet IRS verification requirements. The form must be the most recent version of the IRS Form and include the authorized signature of the beneficial owner to be valid. Prior to award and renewal of a purchase order or contract, the state agency should submit an updated form to OMES Vendor Registration via email at [vendor.form@omes.ok.gov](mailto:vendor.form@omes.ok.gov) for processing.

#### Updated:

2018/03/23

FORM W-8BEN (Individuals) - <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

FORM W-8BEN INSTRUCTIONS - <https://www.irs.gov/pub/irs-pdf/iw8ben.pdf>

FORM W-8BEN-E (Business Entities)- <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>

FORM W-8BEN-E INSTRUCTIONS - <https://www.irs.gov/pub/irs-pdf/iw8bene.pdf>

#### Opening the Form:

OMES provides the form as an Adobe .pdf format within your internet browser. Before entering data, we suggest that you use the "Save As" or "Download" feature to download the form. Then, open the form in the Adobe Reader application. Since we cannot predict how these forms will appear or print on all computers, we cannot guarantee satisfactory results. **We strongly suggest you test print these forms before entering any information.**

If you experience problems with form accessibility, saving or completing this form or require assistance with the form instructions, please contact OMES Vendor Registration via the OMES Service Desk via phone at 1-405-521-2444 or 1-866-521-2444 or via email at [servicedesk@omes.ok.gov](mailto:servicedesk@omes.ok.gov).

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