



## Becoming a Vendor With the State

If you have not received payments from any Delaware state agency in the past (or if it has been over a year), you will need to get set up as a vendor with the state.

*You will need the following documents/information before you begin:*

- **Center's Tax Payer ID**
- **1099 Withholding Type**
- **Contact Name/Address**

It's a quick and easy process. Simply go to the following link:

<https://w9.accounting.delaware.gov/>

Complete the form online

and click the "**submit**" button at the end.

Note: An electronic signature will be required to submit so the individual completing the form should be in a position of authority for the center/organization.