How to fill out the forms to get your Statewide Vendor Number

Already have a Vendor Number? Not sure if you have a Vendor Number? Need assistance completing your registration?

--Contact the Finance Help Desk at dcyf.finance@dcyf.wa.gov, or MERIT by phone at 1.866.482.4325 (option 5)
Enter your legal name as it appears on your tax documents. If you're a business and the name is different (DBA).

Enter your mailing address here. - Where your personal mail is to be delivered. Enter your email address if you wish to receive email correspondence.

For Direct Deposit Only:
- Name of Credit Union or Bank
- Phone # of Credit Union or Bank
- Routing number (see example)
- Account number (see example)
- Mark either “Checking” or “Savings”
- Print and Sign your name
- Date

NOTE: The Statewide Vendor Registration form and W9 cannot be crossed out, written over, or have white out.

Enter your Statewide Vendor number (if known).

Enter your Social Security Number (SSN) or Employer Identification Number (EIN).

Enter your contact telephone number.

If known, enter your STARS, SSPS or/and Provider number.
Enter your legal name as it appears on your tax documents. If you’re a business and the name is different (DBA).

**Tax Type** – This is the option you use when filing your taxes.

Enter your legal/physical address as it appears on your tax documents.

**Enter your Social Security Number (SSN) OR Employer Identification Number (EIN).**

**Sign and Date** – Signature confirms that all information on this form is true and accurate.

**For fastest service, PRINT, SIGN, FAX to: 360-725-2843**

or mail to: DCYF Finance, PO Box 40970, Olympia, WA 98504-0970

If you have questions regarding these forms, please contact the agency you are working with.