

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
All Agencies

DATE: September 10, 2015

FROM: Louise M. Sawtelle
Associate Controller - Operations

**SUBJECT: New W-9 Authorization Form Required
CFO 16-01**

The Office of Accounts & Control has revised the State W-9 Form used for vendors to be added or updated in the RIFANS system. Also, in conjunction with the Division of Purchases we have standardized a form for agencies to complete when submitting W-9 Forms to the supplier coordinator for processing.

The W-9 Authorization Form must be completed with the following information:

- Name, department, telephone and email of individual requesting addition/change
- Vendor Name (if more than one of the same type, please list)
- Check off if goods or services are to be provided (if services, check off if in RI)
- CFO signature, date and printed name

In addition to the W-9 Authorization Form being used as a “cover sheet” for W-9 Forms submitted to the supplier coordinator, the CFO signature will also be an attestation to the fact that the goods or services being supplied by the requested vendor are not already available via an existing Master Price Agreement (MPA).

The Authorization Form and W-9 Forms may be submitted to the supplier coordinator via email doa.pursuppliercoordinator@purchasing.ri.gov or fax 401-574-8387.

Both of these forms are attached for your convenience but can also be found on the Controller’s website at <http://controller.admin.ri.gov/Forms/index.php>