

Registering for a Statewide Vendor Number (SWVN) through Office of Financial Management (OFM)

The Washington Student Achievement Council (WSAC) processes payments through the Office of Financial Management (OFM). As a WA Grant for Apprenticeship (WG-A) recipient, you must have a Statewide Vendor Number (SWVN) with OFM for WSAC to send you WG-A award payment.

WSAC is unable to send your award payment without a SWVN.

To obtain a SWVN:

1. Go to: [Statewide Vendor/Payee Services | Office of Financial Management](https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services) (<https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>).

You should complete the DocuSign option (completing the PDF option may take longer).

You must complete both the registration and the direct deposit form.

2. Select the form: *Vendor/Payee Registration Web Form*

If you already have a SWVN for an IRS reporting type other than Individual/Sole Proprietor (e.g., for your business), you will need to register for an individual SWVN.

If you already have a SWVN with OFM as an Individual/Sole Proprietor, use the **Vendor/Payee Change Form** to update information (if needed). Once updates are submitted (or if no updates are needed), skip to Step #4.

3. Complete the form as directed.

**Note: For "Tax Type based on your IRS reporting status," use "Individual/Sole Proprietor."
(See Figure 1 or Figure 2 on page 2)*

4. Select and complete the *Direct Deposit Authorization* form.

You should select Direct Deposit for faster processing. A paper check payment may add 2 to 4 weeks processing and delivery time. Please ensure all banking information is accurate.

5. You will receive an email from OFM with your SWVN. Please save this email for your records.

6. Provide your SWVN to us using the *Payment Information* box on your landing page in the [WG-A Funding Application Portal](#). (See Figure 4 on page 3)

Help with OFM SWVN

OFM has provided instruction videos to help with completing these three forms. These videos are on the [Statewide Vendor/Payee Services](#) page on the right side in a box labeled *Training*. (see Figure 3 on page 2)
If you have any questions or issues completing these forms, please contact OFM Directly at 360-407-8180 ext. 5 or PayeeRegistration@ofm.wa.gov.

Tax Type based on your IRS reporting status *

Check only one


-  ☒ Individual/Sole Proprietor (Including LLC-Sole Proprietor)
(SSN or EIN)
- ☐ Corporation (Including S-Corp, LLC S-Corp and LLC-Corp)
(EIN only)
- ☐ All Other State/Local Govt.
(EIN only)
- ☐ WA State Agencies
(EIN only)
- ☐ Lived Experience - Class 1
(SSN only)
- ☐ Partnership (Includes LLC)
(EIN only)
- ☐ Federal Government (including Tribal)
(EIN only)
- ☐ Volunteer
(SSN only)
- ☐ Non-Profit Organization
(EIN only)
- ☐ Trust/Estate
(EIN only)

Figure 1: DocuSign version.

3. Check ONLY ONE box:

SSN or EIN:

☒ Individual/Sole Proprietor (Including LLC-Sole Proprietor)

SSN only:

- ☐ Lived Experience - Class 1
- ☐ Volunteer
- ☐ Board/Committee member

EIN only:

☐ Corporation (Including S-Corp, LLC S-Corp and LLC-Corp)

- ☐ Partnership (Includes LLC)
- ☐ Non-Profit Organization
- ☐ Tax Exempt Organization

☐ All Other State/Local Govt.

☐ WA State Agencies

☐ Federal Government (including Tribal)

☐ Trust/Estate

Figure 2: PDF version.

Training

Instructional Videos:

Introduction to Payee
Registration

How to fill out the Payee
Registration form

How to fill out the Payee
Registration Change form

How to fill out the Payee Direct
Deposit form

Figure 3: OFM training materials.

Payment Information

You submitted an application that is being serviced by WSAC. If an award is designated, you will need to register as a Washington Statewide Vendor to be able to receive payments.

Please visit <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services> to register.

After your registration has been processed, please input your Washington Statewide Vendor Number below:

Statewide Vendor Number

Confirm Statewide Vendor
Number

Save

Cancel

Figure 4: SWVN Submission on landing page within WG-A funding application portal.

Questions Regarding WG-A

Reach out to WSAC at 888.535.0747, option 9 or wga@wsac.wa.gov.

Para obtener más ayuda en español, por favor contactar wga@wsac.wa.gov o 888.535.0747, opción 9.