**Agency Vendor Management Verification Guidelines**

This policy was designed to safeguard against Imposter Fraud, but we need your help with the implementation and verification of information going forward. The new policy for vendor management starts with you, the agency. Since you will be the first to verify the documents, this should significantly reduce the amount of time it takes SAO to create/modify vendor records in WOLFS. All previous versions of the Vendor Manual and training materials are obsolete.

**Agency Steps for Vendor Management**

* Vendor **must** be doing business with the State of Wyoming.
	+ Look up the vendor in WOLFS, to ensure that a record has not already been created by another agency.
	+ The agency will provide the vendor with the Vendor Management Packet (VMP); direct them to <http://sao.wyo.gov/>, email the packet, or mail the packet to the vendor.
* When a vendor returns the VMP to your agency; SAO is asking you to partner with us and complete the initial verification process. Please review the documents for completeness, accuracy, and validate changes.
	+ If documents are APPROVED; complete the “For State Agency Use Only”, which is your certification that the documents passed the first verification. Submit original documents to SAO.
	+ If documents are REJECTED (see **VMF Rejection Guidelines**); have the vendor complete a new VMP. Do not send your rejected documents to SAO. We recommend that you shred the rejected documents.

**As of May 15, 2015**

Please use the following guidelines to reject forms back to the vendor. Please note that this is not an all-inclusive list. When SAO receives the verified vendor documents from the agency, we should be able to quickly review the documents and create/modify the vendor records in WOLFS.

**Acceptable Vendor Documents**

* IRS form W-9 and the Wyoming Vendor Management Form (VMF) are the ***ONLY*** acceptable forms for creating or changing vendor records in WOLFS.
* SAO will not accept email or fax to enroll or change Financial Institution Information (FII), ***ONLY*** original documentation is accepted for creating or changing FII.
* Do not make/keep copies of the VMF, this is for the security of your vendor’s information.

**VMF Rejection Guidelines**

**All Forms**

* The packet came directly to SAO from the vendor, in lieu of the agency.
* The packet is a New Enrollment, but the vendor has already been created in WOLFS. (i.e. duplicate)
* Illegible
* White-out on the form. If white out is in the “For State Agency Use Only” section, as long as all pertinent information is included, SAO will accept.
* Agency made alterations to the VMF provided by the vendor. The agency may ***ONLY*** enter information in the “For State Agency Use Only”.

**Form W-9**

* Form W-9 not provided when required.
* Form W-9 is a version prior to Rev. December 2014 or the most current release from the IRS.
* Name box is blank
* Name box does not match Legal Business/Individual Name on VMF or how they are registered with the IRS.
* Name box contains an individual name and an EIN is provided in Part I of Form W-9.
* More than one federal tax classification has been checked on line 3.
* On line 3, if LLC is checked and no tax classification is indicated on the line provided.
* On line 3, if “Other” is checked and type of entity is not indicated on the line provided.
* In Part I, there are both a Social Security (SSN) and an Employer Identification Number (EIN).
* If TIN is a SSN and there is a company name or DBA on lines 1 and/or 2.
* Not signed
* Signed by someone other than the individual or business owner/representative.
* Not dated
* Dated more than 365 days from the date received.

*Note: if the vendor has requests assistance in completing Form W-9, the agency should refer them to* [*http://www.irs.gov/pub/irs-pdf/fw9.pdf*](http://www.irs.gov/pub/irs-pdf/fw9.pdf) *or contact their accountant/tax preparer.*

**Wyoming Vendor Management Form (VMF)**

* Only the most recent VMF will be accepted, currently Rev. 07/31/15. Please see the website for the most recent revision.
* No box was checked for the appropriate action.

**Part 1: Vendor Name & Address**

* Form W-9 not provided.
* Form W-9 does not match information provided on VMF.
* Required fields are blank
* Legal Business Name, but provided SSN.
* If changes to Vendor Name or Address and the documentation does not match what is currently in WOLFS. Do not submit form. Either have vendor complete a new form OR contact the vendor (via WOLFS contact or Google) to verify that they initiated the change request.
* Add Subsidiary Remittance Address action chosen, but no address is provided.

 **Part 2: Direct Deposit Financial Institution Information (DD)**

* Missing information, if Direct Deposit will be used.
* Type of Account box not checked.
* Routing number is anything other than nine digits.
* Voided check or letter information must match what is reported in this section.
* Letter from Financial Institution (FI) is dated more than 365 day from the date received.
* Change to DD, but previous DD not provided. An original letter from the FI on original letterhead with this information will be accepted.
* Change to DD, but the documentation does not match what is currently in WOLFS. Do not submit form. Either have vendor complete a new form OR contact the vendor (via WOLFS contact or Google) to verify that they initiated the change request.

**Part 3: Vendor Contact Information**

* Missing information; all 4 fields are required.
* Contact Position Title; if the vendor is receiving a One-Time Payment (i.e. Jurors, Death Payouts, etc.), then this should reflect “Self”.
* Email address; if an EIN is provided, then email address is required. If SSN provided and they do not have an email enter “N/A, none, etc.” NOTE: if SSN provided and they are a DBA, an email address is required.
* Phone Number; if a general/generic phone number is provided, they must include an extension number (i.e. 800-223-1800 extension 5555)
* If changes to Primary Contact and the documentation does not match what is currently in WOLFS. Do not submit form. Either have vendor complete a new form OR contact the vendor (via WOLFS contact or Google) to verify that they initiated the change request.

**Part 4: Vendor Certification and Signature**

* Signature does not match the name in Part 3.
* Not signed.
* Not dated.
* Dated more than 365 days prior to being received.

**For State Agency Use Only**

* Missing Vendor Number, excluding New Enrollments, as they do not have a VC number.
* Missing information. *Note: Agency contact must be a registered WOLFS user and provide their SA Number*.

**Attach Original Voided Imprinted Check Here**

* Missing original, voided, imprinted check and Part 2 has been selected.
* The check is not imprinted with the vendor’s information or the information on the check does not match the information provided in Part 2.