



**STATE OF OKLAHOMA
VENDOR/PAYEE FORM**



Change Existing Address # _____
Additional Address _____

The State of Oklahoma requires the following information for all new vendors (payees) before any payments can be made. This information is used to establish you in the State's vendor file. The form must be signed to be valid. This form should not be used to establish Garnishment Vendors or State Employee Vendors.

AGENCY SECTION

Agency Name _____ # _____
Contact Name _____ Phone # _____ Fax # _____

1099 Reportable Status
Add:
Remove:
Attention Paying Agency: Please check the *Add* box on the left if payments to this vendor/Payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the *Remove* box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor:
 1 - Rents 2 - Royalties 3 - Prizes & Awards 6 - Medical & Health Care
 7 - Non-Employee Compensation 10 - Crop Insurance Proceeds 14 - Gross Proceeds to an Attorney

PeopleSoft 10-digit Vendor #: _____

VENDOR/PAYEE SECTION (Please print or type this information. Complete and fax to State Agency)

Company Name (or Individual, or Government Entity) _____ Phone # _____ Fax # _____
 Name on IRS Record (if different from above) _____ Phone # _____ Fax # _____

VENDOR/PAYEE TIN/SSN # _____

Business Address:
 (PO Box or Street, City, State, **9-Digit Zip Required**) _____ E-Mail Address _____

Optional Addresses – check as appropriate:
 If different, Pricing Ordering Invoicing Remitting Returning _____
 Phone # _____ Fax # _____

(PO Box or Street, City, State, **9-Digit Zip Required**) _____ E-Mail Address _____
 Contact Name & Title: _____

If different, Pricing Ordering Invoicing Remitting Returning _____
 Phone # _____ Fax # _____

(PO Box or Street, City, State, **9-Digit Zip Required**) _____ E-Mail Address _____
 Contact Name & Title: _____

Customer Service Information, if different: _____
 Phone # _____ Fax # _____ E-Mail Address _____

Vendors/Payees DO NOT fax to numbers below. The form must be returned to the state agency requesting this information. Use OSF_GARNVEND form for Garnishment Vendors.

State Agency, fax completed and signed form to: OSF, Attention Vendor Maintenance 405-521-3383 or 405-522-0392

OSF/DCS USE ONLY Date Posted: _____ By: _____

IRS Instructions Regarding 1099 MISC Reporting

IRS Instructions regarding 1099 MISC reporting are posted on the IRS website at: <http://www.irs.gov/instructions/i1099misc/index.html>. Reportable payments include (a) royalties or broker payments in lieu of dividends or tax-exempt interest; (b) rents, services (including parts and materials), prizes and awards, other income payments, medical and health care payments, crop insurance proceeds, cash payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or business of catching fish; (c) any fishing boat proceeds; or (d) gross proceeds paid to an attorney (see below).

Generally, if reportable payments do not fall under Box 1, 2, 3, 6 or 14, use Box 7. Specifically, all payments to physicians and medical corporations must be reported in Box 6. Attorney's fees, including payments to a law firm or other provider of legal services, are reportable in Box 7, except for gross proceeds. Gross proceeds paid to attorneys, under IRC section 6045(f), are reportable in Box 14. These include the total amount paid to an attorney for settlement agreements. These rules apply whether or not the legal services are provided to the payer and whether or not the attorney is exclusive payee (e.g., the attorney's and claimant's names are on one check). However, these rules do not apply to wages paid to attorneys that are reportable on Form W-2.

OSF Account Codes for 1099 Reporting - By Category

☐ 1 - RENTS	☐ 2 - ROYALTIES	☐ 3 - PRIZES AND AWARDS
532110 Rent of Office Space	553170 Royalties	552140 Incentive Awards – Monetary & Material
532120 Rent of Land		552160 Incentive Payments – Oklahoma Horse Breeders & Owners
532130 Rent of Other Building Space		552170 Incentive Payments – Oklahoma Film Enhancement Rebate
532140 Rent of Equipment and Machinery		
532150 Rent of Telecommunications Equip		
532160 Rent of Electronic Data Processing Equipment		
532170 Rent of Electronic Data Processing Software		
532190 Other Rents		
☐ 6 - MEDICAL & HEALTH CARE PAYMENTS		
515700 Offices of Physicians (except Mental Health Specialists)	515870 Psychiatric & Substance Abuse Hospitals	
515710 Offices of Physicians, Mental Health Specialists	515880 Specialty Hospitals (except Psychiatric & Substance Abuse)	
515720 Offices of Dentists	515890 Nursing Care Facilities	
515730 Offices of Chiropractors	515900 Residential Mental Retardation Facilities	
515740 Offices of Optometrists	515910 Residential Mental Health & Substance Abuse Facilities	
515750 Offices of Mental Health Practitioners (except Physicians)	515920 Community Care Facilities for the Elderly	
515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists	515930 Other Residential Care Facilities	
515770 Offices of Podiatrists	537210 Laboratory Services & Supplies	
515780 Offices of all other Miscellaneous Health Practitioners	551230 Medical Services to Indigent (from agencies other than DHS)	
515790 Family Planning Centers	551240 Hospital Services to Indigents (from agencies other than DHS)	
515800 Outpatient Mental Health & Substance Abuse Centers	551250 Other Health Services to Indigents (from agencies other than DHS)	
515810 Other Outpatient Care Centers	515280 Surveying & Mapping (except geophysical) Services	
515820 Medical and Diagnostic Laboratories	515290 Testing Laboratories	
515830 Home Health Care Services	515300 Interior Design Services	
515840 Ambulance Services	515310 Industrial Design Services	
515850 All other Ambulatory Health Care Services	515320 Graphic Design Services	
515860 General Medical & Surgical Hospitals	515330 Other Specialized Design Services	
	515350 Custom Computer Programming Services	
☐ 7 - NON-EMPLOYEE COMPENSATION		
515010 Office of Lawyers	515600 Telephone Call Centers	
515020 Offices of Notaries	515610 Business Service Centers	
515030 Other Legal Services	515620 Collection Agencies	
515060 Accounting, Tax Preparation, Bookkeeping & Payroll Services	515630 Credit Bureaus	
515210 Payments for Contract Mentor Services	515640 Other Business Support Services	
515220 Architectural Services	515650 Investigation & Security Services	
515230 Landscape Architectural Services	515660 Educational Services	
515240 Engineering Services	515940 Individual & Family Services	
515250 Drafting Services	515950 Community Food & Housing & Emergency & Other Relief Services	
515260 Building Inspection Services	515960 Vocational Rehabilitation Services	
515270 Geophysical Surveying & Mapping Services	515970 Child Day Care Services	
515280 Surveying and Mapping (except geophysical) Services	515980 Arts, Entertainment and Recreation	
515290 Testing Laboratories	515990 Other Services (except Public Administration)	
515300 Interior Design Services	531150 Printing and Binding Contract	
515310 Industrial Design Services	531160 Advertising	
515320 Graphic Design Services	531170 Informational Services	
515330 Other Specialized Design Services	531190 Exhibitions, Shows and Special Events	
515350 Custom Computer Programming Services	531220 Burial Charges	
515360 Computer Systems Design Services	531330 Jury and Witness Fees	
515370 Computer Facilities Management Services	531390 Payments for Photographing Supplies and Services	
515380 Other Computer Related Services	533110 Maintenance and Repair of Buildings and Grounds (outside vendors)	
	533120 Maintenance and Repair- Equipment (outside vendors)	

515400	Administrative Management & General Management Consult Services	533130	Maintenance and Repair of Telephone Equipment (outside vendors)
515410	Human Resources & Executive Search Consulting Services	533140	Maintenance and Repair of Data Processing Equipment (outside vendors)
515420	Marketing Consulting Services	533150	Maintenance and Repair of Data Processing Software (outside vendors)
515430	Process, Physical Distribution, & Logistics Consulting Services	545110	Land Improvements
515440	Other Management Consulting Services	546210	Buildings and Other Structures –Construction and Renovation
515450	Environmental Consulting Services	546220	Major Maintenance and Repair of Equipment
515460	Other Scientific & Technical Consulting Services	547110	Highway and Bridge Construction Expense-Contractual
515470	Research & Development in the Physical, Engineering, & Life Sciences	547120	Maintenance and Repairs to Highways and Bridges
515480	Research & Development in the Social Sciences & Humanities	547210	Major Maintenance and Renovation –Bridges
515490	Advertising and Related Services	552120	Teacher Stipends (“Incentive” payments)
515500	Marketing Research & Public Opinion Polling	553160	Legal Settlements Reportable to the IRS
515510	Photographic Services	554190	Voter Registration Services
515520	Translation & Interpretation Services		
515530	Veterinary Services		
515540	All other Professional, Scientific and Technical Services		
515550	Management of Companies & Enterprises		
515560	Office Administrative Services		
515570	Employment Placement Services		
515580	Business Support Services		
515590	Document Preparation Services		

□ 14 - GROSS PROCEEDS TO AN ATTORNEY

553180 Settlements – Paid To/Thru Attorney