



OHA FORM W-9 – REQUEST FOR IDENTIFICATION NUMBER AND CERTIFICATION

Purpose of this form: for **vendors and grantees** to provide OHA a taxpayer identification number (TIN) and certification for issuance of payment. This form is substantially similar to the IRS Form W-9 – Request for Taxpayer Identification Number and Certification. This form is also used for obtaining volunteer information and information relating to reimbursement requests for non-employees. All information obtained herein is confidential and will be held confidentially by Office of Hawaiian Affairs.

Return form to:

Office of Hawaiian Affairs
711 Kapiolani Blvd, Suite 500
Honolulu, Hawaii 96813
Attn: Accounts Payable – Admin Services

Attention Vendors & Grantees!
See OHA NOTICE TO VENDORS & GRANTEEES
for further details

Print or type.	Name (as shown on your income tax return)
	Business name, if different from above
	Check appropriate box: <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation (for profit) <input type="checkbox"/> Government Agency <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (non-profit) <input type="checkbox"/> Other (indicate) _____
	Address (number, street, and apt. # or suite #)
	City, State, and ZIP code
	Mailing Address (if different from above)

Part I – Taxpayer Identification Number (TIN)	
For Vendors and Grantees – Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). For other entities, it is your federal identification number (FIN) or employer identification number (EIN).	Social Security # OR Federal Identification #
Other information (optional)	

Part II – Certification					
For Vendors and Grantees – Under penalties of perjury, I certify that:					
1. The number shown on this form is my correct taxpayer identification number, and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person					
Sign Here		Title		Date	

Attention Vendors & Grantees!
See OHA NOTICE TO VENDORS & GRANTEEES
for further details

For Admin Services Use ONLY

OHA Vendor # _____

Date Received: _____



STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
711 KAPI'OLANI BOULEVARD, SUITE 500
HONOLULU, HAWAII 96813

NOTICE TO VENDORS AND GRANTEES

What is a W-9?

The OHA Form W-9 is a *Request for Identification Number and Certification*. It is substantially similar to the IRS Form W-9. A completed and signed W-9 is needed prior to the issuance of payments to you.

I am a **VENDOR**. How does OHA process my invoice for payment?

Vendor invoices are received centrally within the Accounts Payable (AP) Unit then routed to the appropriate OHA staffer responsible for overseeing service performance and/or the receipt of goods. The OHA staffer will then provide AP staff with an authorization for payment at which time AP staff will process the vendor invoice for payment. Please send vendor invoices to:

Office of Hawaiian Affairs
711 Kapiolani Blvd, Suite #500
Honolulu, Hawaii 96813
Attn: Accounts Payable – Admin Services

As a **VENDOR**, do I need to ensure that orders for goods or requests for service have been properly approved prior to fulfilling the order/request that I am receiving from OHA?

Yes. All vendors who provide OHA with goods and/or services shall first obtain a Purchase Order (PO) number for all purchases of \$2,500 or more. Vendors who do not have a valid PO number prior to providing goods/services to OHA may risk non-payment or the return of items. All invoices remitted for payment shall reference OHA's PO number to clearly identify the purchase made and expedite payment processing. Invoices without a valid PO number referenced may delay payments.

Does OHA use the State's Hawai'i Electronic Procurement System (HePS) to solicit **VENDOR** quotes?

Yes. OHA solicits quotes for purchases utilizing the Internet based Hawai'i Electronic Procurement System (HePS) from HePS registered vendors as required by State Law. HePS streamlines purchases through an open and competitive process. We encourage you to register on HePS, if you have not already done so, to receive e-mail notifications and an opportunity to compete for contracts. Information on HePS and vendor registration is at the State Procurement Office (SPO) website – <http://www.hawaii.gov/spo>. Click '*Hawai'i Electronic Procurement (HePS)*'. Once there, we recommend you download and print the step-by-step instructions '*HePS Vendor Registration Walk Through Instructions*' prior to registering for this seven-step, no cost process.

As a **VENDOR**, is there anything else I should register for besides HePS?

Yes. The Hawai'i Compliance Express (HCE) is an electronic system that allows vendors doing business with state or county agencies to quickly and easily obtain proof that they are compliant with applicable laws. Information on HCE and instructions on how to set up an account is at the

State Procurement Office (SPO) website – <http://www.hawaii.gov/spo>. Click 'Hawai'i Compliance Express' on the right-hand side of the home-page (under Quicklinks). Once there, follow the step-by-step instructions 'How do I register my business in the HCE?' If you have questions during the registration process, call (808) 695-4620.

Please note, vendor purchases of \$2,500 or more will require a "Certificate of Vendor Compliance" from Hawai'i Compliance Express.

As a **VENDOR**, will I receive a 1099 for payments made to me for goods/services provided to OHA?

Yes. OHA issues 1099s for all payments made during a calendar year for goods/services provided to OHA in accordance with the Internal Revenue Code. Please consult a tax advisor should you have any questions regarding this statement or your tax reporting requirements.

As a **VENDOR**, if I have any further questions, who should I contact?

For questions regarding OHA Form W-9 - *Request for Identification Number and Certification*, please contact our Accounting Manager, at (808) 594-1963.

For questions regarding vendor purchases made by OHA or vendor compliance documents, please ask for our Procurement Unit at (808) 594-1815.

I am a **GRANTEE**. How does OHA process my grant report?

Grant reports are received centrally within our Grants Processing Unit then routed to the appropriate Specialist responsible for monitoring the grant. The Specialist will work with you and with their Manager to ensure compliance prior to obtaining authorization for payment. Please send grant reports to:

Office of Hawaiian Affairs
711 Kapiolani Blvd, Suite #500
Honolulu, Hawai'i 96813
Attn: Grants Processing Unit

As a **GRANTEE**, will I receive a 1099 for payments made to me by OHA?

No. According to the Internal Revenue Code, grant payments made during a calendar year are not required to be reported to the IRS. Please consult a tax advisor should you have any questions regarding this statement or your tax reporting requirements.

As a **GRANTEE**, if I have any further questions, who should I contact?

For questions regarding OHA Form W-9 - *Request for Identification Number and Certification*, please contact our Accounting Manager, at (808) 594-1963.

For questions regarding grants and grant reporting, please ask for our Grants Processing Unit at (808) 594-1986.