

## **Multiple Locations for Vendors**

As a vendor, you may provide services from more than one location. If you want all payments remitted to one location, you only need to fill out one form giving the mailing address to which payments should be sent. If, however, you want payments to be sent to each of the locations that actually provide the services, you must fill out separate forms giving complete information for each of those locations.

We will no longer be adding multiple locations for a vendor to separate payment information, only location remittance. Please check in to an EFT option for separation of payment detail and electronic remittance.

The State's payment system is based upon the vendor's identification number, either your Social Security Number (SSN) or Employer Identification Number (EIN) or a.k.a. TIN). Multiple remittance locations are identified and assigned an alpha character at the end of your ID number. For example, your main office would be designated by E01-4657982. Your second location would be E01-4657982A, and so on. If you are to receive a 1099 from the State, the amounts paid will be summarized under the primary vendor identification number.

Once you have been enrolled in the State's vendor file you must put your correct ID number on ALL future invoices. If you have multiple remittance locations the invoices should always include the correct alpha designation for the desired remittance location. By always putting your correct ID number on the invoice you will help speed up the payment process.

Also, please remember that if you change your name or address it is important to have the information updated on the vendor file. You do this with one of the above forms.

By providing complete and accurate information and keeping it update you will help to make sure that you get your payments faster.