



STATE OF OKLAHOMA  
VENDOR/PAYEE FORM



Change of 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. Complete all that applies.

**AGENCY SECTION**

Agency Name OKLAHOMA INDIGENT DEFENSE SYSTEM # 047

Contact Name RETURN TO: SHARON C. FARMER Phone # (405)801-2609 Fax # (405)801-2651

**1099 Reportable Status**

Add:  **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:

Remove:   1 - Rents  2 - Royalties  3 - Prizes & Awards  6 - Medical & Health Care

7 - Non-Employee Compensation  14 - Gross Proceeds to an Attorney

If vendor has a PeopleSoft Vendor #, add it here. \_\_\_\_\_

**VENDOR/PAYEE SECTION (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, <b>9-Digit Zip Required</b> )		E-Mail Address
<b>Optional Addresses - check as appropriate</b>		
If different, <input type="checkbox"/> Pricing <input type="checkbox"/> Ordering <input type="checkbox"/> Invoicing <input type="checkbox"/> Remitting <input type="checkbox"/> Returning	( ) -	( ) -
	Phone #	Fax #
(PO Box or Street, City, State, <b>9-Digit Zip Required</b> )		E-Mail Address
Contact Name & Title: _____		
If different, <input type="checkbox"/> Pricing <input type="checkbox"/> Ordering <input type="checkbox"/> Invoicing <input type="checkbox"/> Remitting <input type="checkbox"/> Returning	( ) -	( ) -
	Phone #	Fax #
(PO Box or Street, City, State, <b>9-Digit Zip Required</b> )		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.

State Agency, fax vendor completed and signed form to: For Registered Vendors - - DCS, Attention Rhydonia Sloan, at 405-521-4475.  
Non-Registered Vendors - - OSF, Attention Vendor Maintenance 405-521-3383 or 405-522-0392

OSF/DCS USE ONLY	Date Posted:	By:
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## 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 (1), 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

<input type="checkbox"/> 1 - RENTS 532110 Rent of Office Space  532120 Rent of Land  532130 Rent of Other Building Space 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	<input type="checkbox"/> 2 - ROYALTIES 553170 Royalties	<input type="checkbox"/> 3 - PRIZES AND AWARDS 552140 Incentive Awards - Monetary & Material 552160 Incentive Payments - Oklahoma Horse Breeders & Owners 552170 Incentive Payments - Oklahoma Film Enhancement Rebate
<input type="checkbox"/> 6 - MEDICAL & HEALTH CARE PAYMENTS		
515700 Offices of Physicians (except Mental Health Specialists) 515710 Offices of Physicians, Mental Health Specialists 515720 Offices of Dentists 515730 Offices of Chiropractors 515740 Offices of Optometrists 515750 Offices of Mental Health Practitioners (except Physicians) 515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists 515770 Offices of Podiatrists 515780 Offices of all other Miscellaneous Health Practitioners 515790 Family Planning Centers 515800 Outpatient Mental Health & Substance Abuse Centers 515810 Other Outpatient Care Centers 515820 Medical and Diagnostic Laboratories 515830 Home Health Care Services 515840 Ambulance Services 515850 All other Ambulatory Health Care Services 515860 General Medical & Surgical Hospitals	515870 Psychiatric & Substance Abuse Hospitals 515880 Specialty Hospitals (except Psychiatric & Substance Abuse) 515890 Nursing Care Facilities 515900 Residential Mental Retardation Facilities 515910 Residential Mental Health & Substance Abuse Facilities 515920 Community Care Facilities for the Elderly 515930 Other Residential Care Facilities 537210 Laboratory Services & Supplies 551230 Medical Services to Indigent (from agencies other than DHS) 551240 Hospital Services to Indigents (from agencies other than DHS) 551250 Other Health Services to Indigents (from agencies other than DHS) 515280 Surveying & Mapping (except geophysical) Services 515290 Testing Laboratories 515300 Interior Design Services 515310 Industrial Design Services 515320 Graphic Design Services 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)
515400	Administrative Management & General Management Consult Services	533120	Maintenance and Repair- Equipment (outside vendors)
515410	Human Resources& Executive Search Consulting Services	533130	Maintenance and Repair of Telephone Equipment (outside vendors)
515420	Marketing Consulting Services	533140	Maintenance and Repair of Data Processing Equipment (outside vendors)
515430	Process, Physical Distribution, & Logistics Consulting Services	533150	Maintenance and Repair of Data Processing Software (outside vendors)
515440	Other Management Consulting Services	545110	Land Improvements
515450	Environmental Consulting Services	546210	Buildings and Other Structures -Construction and Renovation
515460	Other Scientific & Technical Consulting Services	546220	Major Maintenance and Repair of Equipment
515470	Research & Development in the Physical, Engineering, & Life Sciences	547110	Highway and Bridge Construction Expense-Contractual
515480	Research & Development in the Social Sciences & Humanities	547120	Maintenance and Repairs to Highways and Bridges
515490	Advertising and Related Services	547210	Major Maintenance and Renovation-Bridges
515500	Marketing Research & Public Opinion Polling	552120	Teacher Stipends ("Incentive" payments)
515510	Photographic Services	553160	Legal Settlements Reportable to the IRS
515520	Translation & Interpretation Services	554190	Voter Registration 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