

Ohio Shared Services: How to obtain your Supplier ID number required for DODD Waiver Certification

Provided by the Delaware County Board of Developmental Disabilities

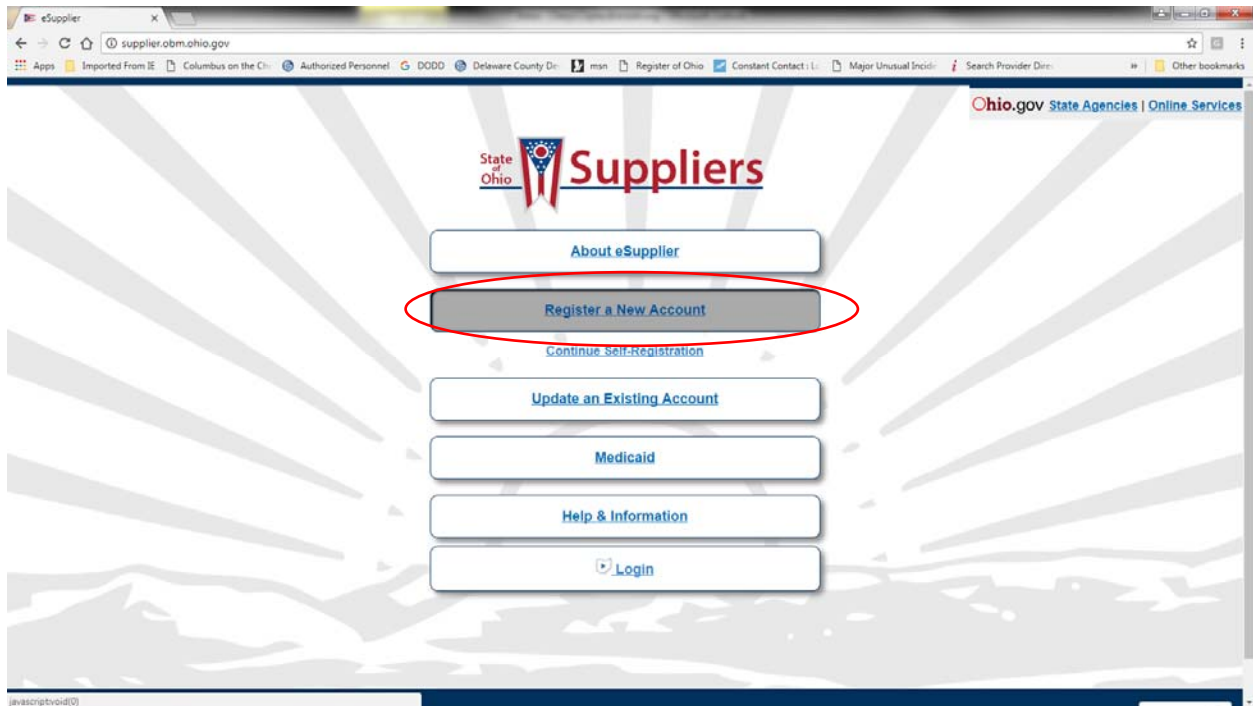
- The Supplier ID number is required PRIOR to making application for DODD Waiver certification.
- The timeline is approximately 1 week to receive your Supplier ID number.
- You will request the number by submitting information online.
- You will receive your number via email and will need to PRINT the email to include as documentation for your DODD Waiver Certification application.

You will need:

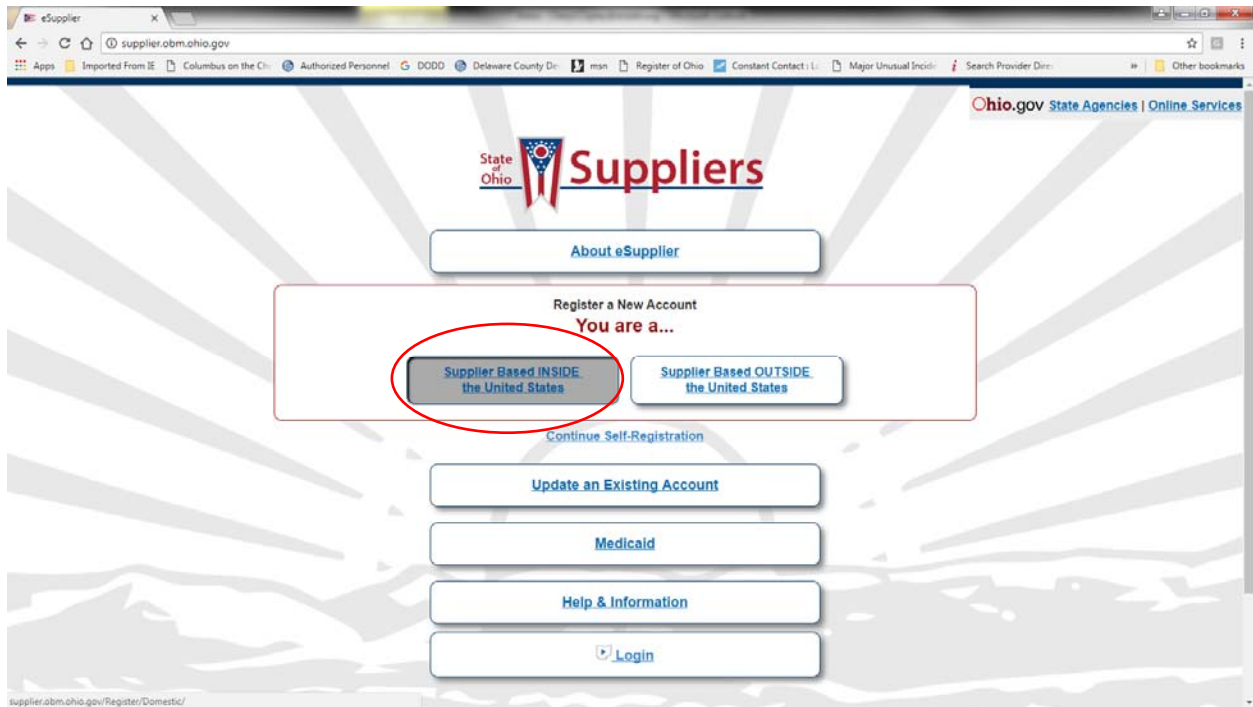
- Your social security number
- Direct Deposit forms from your bank

Go to: <http://supplier.obm.ohio.gov/>

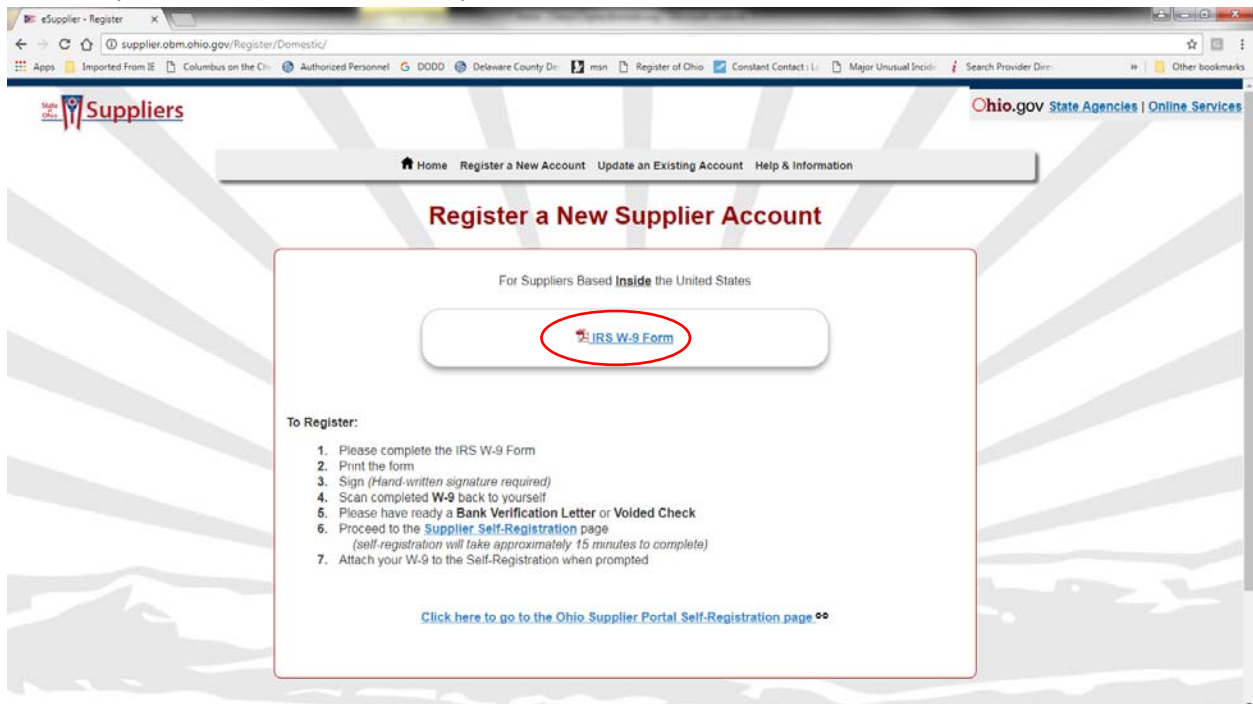
Click “Register a New Account”



Click "Supplier Based INSIDE the United States"



Click to open the "IRS W-9 Form" and print



Complete these fields on the W9:

- 1, your name as it appears on your tax return
- 3, check (individual/sole proprietor or single-member LLC
- 5, your physical address, including apt # if applicable
- 6, your city, state and zip code
- Part I, Social security number in the boxes provided under
- Part II, sign and date

The image shows a screenshot of the IRS Form W-9 (Rev. Dec. 2014) in a web browser. Several fields are circled in red to indicate where information should be entered:

- Line 1:** YOUR NAME HERE
- Line 3:** Check appropriate box for federal tax classification: Individual/sole proprietor or single-member LLC
- Line 5:** YOUR PHYSICAL ADDRESS HERE, INCLUDING APT #
- Line 6:** YOUR CITY, STATE and ZIP CODE HERE
- Part I:** Taxpayer Identification Number (TIN) - Social security number
- Part II:** Certification - Sign Here
- Signature/Date:** Signature of U.S. person and Date

General instructions at the bottom of the form include: Form 1098 (home mortgage interest), 1098-E (student loan interest), 1099-...

Click the link to proceed to the "Supplier Self-Registration" page

Supplier - Register

supplier.obm.ohio.gov/Register/Domestic/

Suppliers

Ohio.gov State Agencies | Online Services

Home Register a New Account Update an Existing Account Help & Information

Register a New Supplier Account

For Suppliers Based **Inside** the United States

[IRS W-9 Form](#)

To Register:

1. Please complete the IRS W-9 Form
2. Print the form
3. Sign (*Hand-written signature required*)
4. Scan completed **W-9** back to yourself
5. Please have ready a **Bank Verification Letter** or **Voided Check**
6. Proceed to the **Supplier Self-Registration** page
(self-registration will take approximately 15 minutes to complete)
7. Attach your W-9 to the Self-Registration when prompted

[Click here to go to the Ohio Supplier Portal Self-Registration page](#)

The system will walk you through the rest.