

STEP-BY-STEP INSTRUCTIONS

VENDOR AND INDEPENDENT CONTRACTOR PACKET

1. Vendor / Independent Contractor Information Form

- ◆ This is a 1 page form
 - Fill in all items of this form with the information requested.
 - Make a copy of this form for your files.

2. IRS Form W-9

- ◆ This is a 1 page form with 3 additional pages of support material.
 - This form is to be completed only by Independent Contractors.
 - The Independent Contractor completes the top section of the form.
 - In Part I, the Independent Contractor enters his or her Social Security Number OR Federal Employer Identification number.
 - In Part II, the Independent Contractor signs and dates the form.
 - In the margin at the bottom of the form, print the LAST NAME of the consumer and the consumer's CDC+ ID #. (APD needs to be able to link this paperwork with the consumer in case it becomes separated from the Vendor Information Form.)
 - Make a copy of this form for your files.

3. Direct Deposit Form

- ◆ This is a 1 page form
 - Follow the directions on the form
 - Make a copy of this form for your files.

Put the above original documents together in the order shown and submit to the Agency for Persons with Disabilities. For the current purpose of enrolling with APD as the Fiscal/Employer Agent, these documents (or copies of the same documents you sent to PPL) are to be attached to the Vendor/Independent Contractor List and returned to APD in the envelope provided.