

Payee Registration Form Instructions for Emergency Workers

In order to receive Emergency Worker Program claim payments, individual emergency workers and volunteer organizations (501(c)(3)) must register as payees with the State of Washington. This requires the completion of the **Vendor Payee Registration Form** and the **Direct Deposit Authorization Form** if the emergency worker wants their payments by direct deposit to their bank/credit union. Copies of the forms with instructions can be accessed from the Office of Financial Management (OFM) web site: <https://www.ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>. While most of what is required is covered in the standard instructions for the forms, there are a few items that are peculiar to Emergency Worker Program claimants which will be covered here.

Vendor Payee Registration Form: In Part B, item 3, check “Volunteer” if you are an individual or “Tax Exempt Organization” if you represent a 501(c)(3) unit.

If you wish to receive your Emergency Worker Program claim reimbursement payments by direct deposit to your bank or credit union account rather than by check to your postal address, submit the **Direct Deposit Authorization Form** with your **Vendor Payee Registration Form**.

Registration Change Form: If you change your address, phone number, or email address submit this form. If you have selected Direct Deposit and your banking information changes or if you wish to change the method you wish to receive payments, submit an updated **Direct Deposit Authorization Form**.

Please note: the above instructions are intended for Emergency Workers and Units that do not receive any payments from the State of Washington except Emergency Worker Program claim reimbursements. If you do receive other types of payments, you should contact OFM for guidance relative to your situation.

If you have any questions, contact me directly at Chris.Long@mil.wa.gov, or 253-512-7024.

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