

Business Requirements for Contracting with Washington State Department of Transportation

Tax Identification Numbers (TIN) or Social Security Number (SSN)

All firms/individuals who wish to do business with WSDOT are required to have a Federal Tax Identification number or Social Security number. If you do not have a TIN, please apply for one by going to www.irs.gov.

The TIN/SSN will be input in the Agency Financial Reporting System (AFRS), but will only be available to authorized users, and for federal reporting purposes. The Office of Financial Management (OFM) is also launching a statewide enterprise system in response to IRS requirements, called Enterprise Payment Services (EPS) at www.ofm.wa.gov/resources/esp.asp.

Unified Business Identifier (UBI) Number

It is also required that you obtain a Unified Business Identifier (UBI) number (WA State business license) in the state of Washington, if you have not already done so. You can do this electronically at www.bls.dor.wa.gov/file.aspx.

Registration with the Secretary of State's Office

Please check with Washington's Office of the Secretary of State at www.sos.wa.gov to see if you meet the criteria requiring you to register your company with them (this is in addition to acquiring a UBI number.)

Statewide Vendor Payment System

The "SWV Payee Registration" form is the Vendor Payment registration process that WSDOT utilizes to make all vendor payments. Please complete the [Statewide Payee Registration](#) form and submit the completed form following the instructions at the bottom of the form. Once you have received your SWV number (which should take 3 to 5 business days) please provide WSDOT Consultant Services Office that number. If you have already received an SWV number as a result of working with another State of WA agency, please provide WSDOT Consultant Services Office that number so that we can ensure your firm receives timely payment for services performed on your WSDOT agreement(s). Without an SWV number, WSDOT is unable to process invoices for payment.