

## **VENDOR INFORMATION -DIRECT DEPOSIT AND ADDRESS CHANGE**

In order to receive possible future Breeder Awards for Pa Sire Stakes Racing, an Owner, Breeders Must establish a vendor account. In prior years, the Commission would request Owner/Breeders to complete a filled-out W-9 form to create a Vendor Account. Now, Owners/Breeders will have to create a vendor profile to receive their vendor number via the website of "Office of Budget" where they are to Register as a Vendor. Once you receive a vendor number you will have to Supply that vendor number to the Racing Commission via Ryan Kell at [Rkell@pa.gov](mailto:Rkell@pa.gov) or 717-214-9053.

WEBSITE FOR VENDOR REGISTRATION:

<https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx>

### **Vendor Registration**

To begin, select the option that best describes you or your organization. Only one registration is permitted.

*\* Click MP4 icon for recorded instructions. Click PDF icon for written step-by-step instructions. \**

*Please note that at this time an Office365 account is required to view MP4 files. Live.com, MSN, corporate, Hotmail, accounts may be tied to an Office365 account, in which case they would be acceptable.*

#### **Foreign (Based outside the U.S.)**

#### **Liquor Supplier to PA Liquor Control Board (PDF)**

#### **Non-Procurement**



Non-Procurement vendors **cannot** self-certify as a small, diverse business or place bids.

Choose Non-Procurement for the following descriptions: Borrower/Loan Recipient, Day Care, Fire Company, Grantee or Grant Recipient, Government Entities, Other Non-Procurement, Real Estate Leasing or Lessor, School District or Cyber School, Service Provider to Victim of Crime or Victim of Crime, Utility Provider.

#### **Procurement**

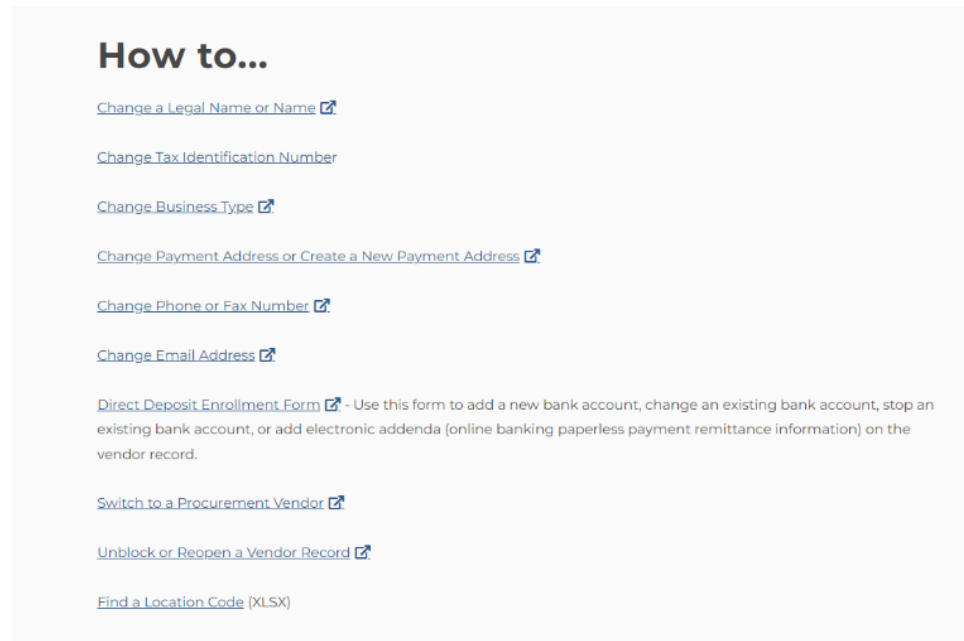


Descriptions: Procurement, COSTARS, Bids, IFB, ITQ, R3-RFQ, RFGA, RFI, RFP, RFQUAL-P3, SFP, Small Diverse Business, Small Business, Woman-owned Business, Veteran-owned Business, Contracts, Auto ITQ, Construction, eMarketplace.









The Bureau of Standardbred Horse Racing will recommend the usage of the PEPP (Pennsylvania Electronic Payment Program) system and form. This will permit an electronic transfer of Breeder's award funds in a timelier manner. WEBSITE TO CHANGE BANKING:

<https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx>

CLICK ON TO THE “DIRECT DEPOSIT ENROLLMENT FORM”



**How to...**

- [Change a Legal Name or Name](#) 
- [Change Tax Identification Number](#)
- [Change Business Type](#) 
- [Change Payment Address or Create a New Payment Address](#) 
- [Change Phone or Fax Number](#) 
- [Change Email Address](#) 
- [Direct Deposit Enrollment Form](#)  - Use this form to add a new bank account, change an existing bank account, stop an existing bank account, or add electronic addenda (online banking paperless payment remittance information) on the vendor record.
- [Switch to a Procurement Vendor](#) 
- [Unblock or Reopen a Vendor Record](#) 
- [Find a Location Code](#) (XLSX)

DIRECT DEPOSIT AND CHANGE OF ADDRESS FOR VENDORS IS COMPLETED NOW ON THE OFFICE OF BUDGET WEBSITE.

[HTTPS://WWW.BUDGET.PA.GOV/SERVICES/FORVENDORS/PAGES/NON-PROCUREMENT-HELP.ASPX](https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx)

Vendors now have to go onto the site and fill out the forms and enter information by themselves.