

VENDOR REGISTRATION PROCEDURES - TUITION

23 Jun 2015 (Updated)

The State of Delaware requires that all Delaware National Guard personnel who are "**NOT**" **Active State Employees** requesting tuition reimbursement now register with the State by providing their personal information onto the **State's Substitute W-9 form**.

Tuition reimbursements that exceed \$5,250 in a calendar year must be reported to the IRS by either a W-2 or 1099 form. This is only for the amount that is over the \$5,250 threshold.

So please go to the listed web site below, and fill out the required information on the "SUBSTITUTE W-9 Form" with the required information (see special instructions below) and use your correct address.

NOTE: The Web Site will Say "**STATE OF DELAWARE SUBSTITUTE FORM W-9**"

<https://w9.accounting.delaware.gov/W9form.aspx>

It's important that you follow "Step (E) & (G)" in the below instructions.

SPECIAL INSTRUCTIONS

(A) Select "NEW VENDOR"

(B) Taxpayer ID: Provide your Social Security Number (SSN)

(C) Payment Method: If you "DO NOT" provide Direct Deposit information, you will receive an actual hard check. This means you must update your profile every time you change your address.

(D) Applicant Information: Provide your "FULL NAME" under vendor name, do "NOT" precede your full name with your "Military Rank".

(E) Applicant Remittance Address: Provide your current address, contact name, phone, and email address. "DO NOT" use you unit address.

NOTE: Your correct email address is important if requesting Direct Deposit. This email address is where the State will send payment information to regarding the Tuition reimbursement like the Payment Voucher & Invoice number which you can use for tracking purposes with the State Comptroller or Education Office.

(F) Applicant Ordering Address: Please check the box that says; "Check if same as Remittance Address".

(G) Additional Reporting Elements: Once you've completed all the Mandatory Data (**Red Asterisk ***), you will go to 1099 Withhold Type, and select "1099 MISCELLANEOUS", This will open a new area on the form. Now under 1099 Withholding Class you are to select "**PRIZES and AWARDS**".

(H) Certification: You now must review and certify the two questions under the Electronic System Submission at the bottom right by Agreeing (checking the agree boxes) before selecting the "SUBMIT" Button.

IMPORTANT: Please "Wait" until you receive a "Confirmation" before exiting the internet site.

If in the future you obtain employment in the State of Delaware either Fulltime, or as a Casual Seasonal employee, you will need to register as an "EMPLOYEE" instead of a Vendor at a different website using similar instructions. If this does happens, please contact either the Education or Comptroller's Offices for further instructions. Also Military members of the National Guard who have performed "State Active Duty" during the current calendar year in our Emergency Payroll department performing on the Radiological Emergency Preparedness (REP) Team, Intergovernmental Training (IGT), or who were called out by the Governor for an actual state emergency, you will need to register as an "EMPLOYEE" at the other state website.

Once submitted, it will take 5-7 business days for the State system at a minimum to add your information to the vendor file. When completed, we can process your Tuition Reimbursement payment.

If you requested a Direct Deposit, you will see a "Zero" dollar amount on your Bank account once the State treasury has verified your account and bank routing information.

OTHER INFO

If you plan on moving, we suggest obtaining PO Box or use your parents address or establish a direct deposit. The address you list will determine where your Tuition Reimbursement Check will be mailed. So it's very important to have a current mailing address that your check will be sent to especially if you're changing schools or are between semesters.

Additionally, if any of your personal information changes in the future like your name changed due to marriage, or moving to a new address, or your changing registration from an Employee to a Vendor you will need to Re-Submit your personal data at the web site again by selecting "**CHANGE PROFILE**".

When selecting "**CHANGE PROFILE**" you will open up a remarks area. Please explain why you are "Re-registering or changing your profile; Change to Address, Direct Deposit or Email; or I'm no longer an Active Employee and must register as a VENDOR to receive DNG Tuition Reimbursements.

Please call or email either Tina Ferguson at 302-326-7164 or myself at 302-326-7162 once you have completed your registration process or if you require additional assistance.

Tina Ferguson: (Tina.M.Ferguson19.NFG@mail.mil)

Bob Holt: (Clarence.R.Holt.NFG@mail.mil)