

New Supplier Registrations Checklist

☐ Collect Registration Supporting Documentation

☐ W-9 Form

- Must be legible
- Must be on the current version of the W-9 form
- Must be completed according to the IRS instructions
- Must be hand-signed or electronically signed using DocuSign
 - If using DocuSign, the blue bar next to the signature must be visible and you must also include the DocuSign verification page.)
- Must be dated within one year of the submission date
- Must be in a PDF format (no picture formats)
- Address must be correct according to USPS standards.

☐ Remittance Address Documentation (If Needed)

- Must be either an invoice to or from the supplier or a hand-signed memo on company letterhead
- Must be legible
- Must contain the supplier's doing business as (DBA) name that appears on the W-9
- Must contain a complete address
- Must be dated within one year of the submission date

☐ State of Tennessee Employee Listing

- Provide attachment if employees of the supplier are currently or were previously employed by the State of Tennessee within the last six months
- Attachment must contain the following information: first and last name, social security number, position within the firm, and ownership interest
 - If the employee is concerned about providing his or her social security number, their Edison employee ID can be provided.
- Example of documentation could be an excel file with required information

☐ Email Registration Documents to ESG@thda.org

- Please state in your email the type of payment that will be made to the supplier such as rent to a landlord (HAP), payment to a resident for utilities (UAP), payments to a grantee (such as HOME, ESG, LIHEAP, LIHWAP, WAP, NHTF, ERA, HAF, HCP), payment for professional services, etc.
- If there are no employees that fall under the State of Tennessee Employee Listing, please state in your email that there are no employees that meet this criteria.
- If you have questions about any of the forms above, please contact ESG@thda.org