



## Tips: Statewide Financial System (SFS) Vendor ID

The following tips will assist providers in the OCFS *Retroactive Absences Payments Grant* application portal while verifying or applying for an SFS Vendor ID.

1. The SFS Vendor ID is a provider's Statewide Financial System Vendor Identification number. To receive grant payments providers must have an established SFS Vendor ID.
2. An SFS Vendor ID is 10 digits long.
3. Established SFS Vendors will need to verify their identification number and contact information in order to submit the grant. If OCFS cannot verify this information after two attempts, the provider must fill out a Substitution W-9 form to establish one.
4. A submitted application may be marked *Under Review* if the SFS Vendor ID was not found in the system.
5. A substitute W-9 form is used to obtain certification of your Taxpayer Identification Number to ensure accuracy of information contained in its payee/vendor database and to avoid backup withholding. For the purposes of this grant, it must be submitted to establish an SFS Vendor ID and to receive grant payments.
6. Before filling out the W-9 form ensure you have your Taxpayer Identification Number (TIN) and Taxpayer Identification Type available. You will need to enter the TIN and select identification type, EIN, ITIN, SSN, or N/A. Note: The SFS Vendor ID is not your Taxpayer ID or EIN
  - TIN=Taxpayer Identification Number
  - EIN=Employer Identification Number
  - ITIN=Individual Taxpayer Identification Number
  - SSN= Social Security Number
7. A Backup Withholding is when the payer is required to withhold at the current rate of 24 percent. This 24 percent tax is taken away from any future payments to ensure the IRS receives the tax due on this income. Source:  
<https://www.irs.gov/businesses/small-businesses-self-employed/backup-withholding>
8. The NYS SFS Vendor portal is located at: <https://www.osc.state.ny.us/state-vendors/portal/enroll-vendor-self-service-portal>



Email your grant questions to: [ocfs.sm.retro.absences.grant@ocfs.ny.gov](mailto:ocfs.sm.retro.absences.grant@ocfs.ny.gov)

For additional resources please contact your Child Care Resource and Referral (CCR&R) Agency: <https://ocfs.ny.gov/programs/childcare/referral-agencies.php>