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Effective: 04/18/2016

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Creating a Supplier Record - Identifying Information tab

 Click [here](#) for Parent / "Doing Business As" (DBA) Suppliers.

10. Expand the [Additional Reporting Elements](#) section.

Additional Reporting Elements section

11. Select the applicable [Type of Contractor](#) from the dropdown based on the "[IRS Form W-9](#)."

 Click [here](#) for guidelines.

Federal Tax Classification (W-9)	ID Number (OAKS)	Type of Contractor (OAKS)
Individual	SSN OR EIN	Social Security or Tax Identification
Sole Proprietor/ Single Member LLC	SSN OR EIN	Social Security or Tax Identification
Corporation	EIN	Corporation
Partnership	EIN	Tax Identification
Other - Nonprofit	EIN	Corporation
Trustee / Estate	EIN	Social Security or Tax Identification
Association	EIN	Tax Identification or Corporation
Limited Liability	EIN	Tax Identification or Corporation
Other - Government Entity	EIN	Government Entity

13. Click the [Address](#) tab.

 Next steps - [Creating a Supplier Record - Address tab](#)