



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	7-30-2012
Subchapter:	1	Forms	
Issuance:	W.9	<b>W-9, Vendor Questionnaire</b>	

The W-9 Form, Vendor Questionnaire, its specific instructions and required NJ County/Municipality Codes are located together on-line at:

<http://www.state.nj.us/treasury/omb/forms/>.

Under the heading, ***W-9/Vendor Questionnaire:***

Click on - Form with Instructions

Click on - Four-digit County/Municipality Codes

The W-9 Form can be completed on-line.

### WHEN TO USE IT

The W-9 Form, Vendor Questionnaire, is completed and submitted along with a completed PV 6/93 Form, State of New Jersey Payment Voucher (Vendor Invoice), the first time a vendor requests reimbursement from the Department.

### CORRECTION

Send the completed W-9 form to:

DCF Office of Contract Administration, Accounting & Procurement  
50 East State Street  
Trenton, NJ 08625

### DISTRIBUTION

Original - DCF Office of Contract Administration, Accounting & Procurement (along with completed PV 6/93 Form)