

## Updating Existing Service Provider Information November 2016

If a DVR service provider wishes to change their Tax Identification Number, Service Provider Name, and/or address, there are some steps required to insure that the change is also reflected in their DVR Service Agreement.

The DVR service agreement is linked electronically to fiscal processing in the DVR case management system called IRIS (Integrated Rehabilitation Information System). The monitoring of vendors in that system is done by the Department of Workforce Development (DWD).

Once an account is set up, a change in Tax Identification Number and/or Change of Service Provider Name requires the following steps:

1. Completion of IRS W-9 Form: Request for Taxpayer Identification Number and Certification:  
<http://www.doa.state.wi.us/Documents/DEBF/Information%20for%20State%20Agencies/Vendors-Suppliers/IRSw9.pdf> in addition to one of the following forms:

DOA-6459 STAR Change of Tax ID:

<http://www.doa.state.wi.us/Documents/DEBF/Information%20for%20State%20Agencies/Suppliers/DOA-6459%20STAR%20Change%20of%20TIN.pdf>

OR

DOA-6458 STAR Change of Vendor Name:

<http://www.doa.state.wi.us/Documents/DEBF/Information%20for%20State%20Agencies/Suppliers/DOA-6458%20STAR%20Change%20of%20Vendor%20Name.pdf>

**If only a change in address is needed, please complete the following form:**

For DVR vendors (at this time), Section 7 and Section 8 on form DOA-6457 are not required. The service provider's signature is required.

DOA-6457: STAR Vendor Information:

<http://www.doa.state.wi.us/Documents/DEBF/Information%20for%20State%20Agencies/Suppliers/DOA-6457%20STAR%20Vendor%20Information.pdf>

2. The service provider sends the completed form(s) via email to the local DVR office along with an effective date for the change and an indication that the agency or individual is a statewide service provider.
3. DVR staff will then forward the completed forms to DWD MB ASD Vendors.
4. DWD ASD Vendors will review and submit forms to DOA, and request will be entered within 3-4 business days. (Orders cannot be approved for the service provider until the name and address are entered.)
5. The DVR Contact Specialist will reassign the service provider record to the new Tax ID as close to the effective date as possible.

**Please Consider:**

- All previous authorizations and resulting invoices must be invoiced and completed using the previous Tax ID.
- Any NEW authorizations will reflect the new Tax ID.
- There will be an overlap of time, and the service provider must keep track and make the change in their bookkeeping.
- A large organization wishing to "break up" many locations will need to submit a new Tax ID for each location. Please consider the amount of tracking required to process payments for multiple locations using multiple Tax IDs. Each Tax ID must provide separate invoices which clearly indicate the appropriate Tax ID.