

Authorization for Services

(TYPE VENDOR NAME & ADDRESS HERE)

STAR Supplier ID:
Location Description:
Address Description:

Ship To:

Order Begin Date:
Order End Date:
Order Number:
Case Number:

PLEASE PROVIDE ONLY THE FOLLOWING GOODS AND/OR SERVICES:

Item	Qty.	Units	Description	Unit Cost	Total
Grand Total					

Service Inquiries-Contact:

Billing Inquiries-Contact:

Billing Instructions: This form may not be used as an Invoice.

Invoices must contain accurate information and include:

- Dates of service(s)
- Invoice date
- Federal ID# or FEIN
- Invoice number
- Purchase order number (located at the top of the purchase order)
- Remit to address
- Recipient of services (including DVR consumer first and last name and IRIS case number)
- Itemized list of goods/services provided with dollar breakdown for each DVR consumer
- Invoice total
- Service Provider name, address, and contact information
- Certification language (Only Statewide Service Providers see Section 9.3.2 Certification of Accurate Invoices)
- Signature of authorized representative of the Service Provider/Vendor

Invoice Submission:

The preferred method for submitting invoices is to email invoices electronically to: dvrvendorinv@dwd.wisconsin.gov; or fax to DVR CCP Unit at (608) 266-1133. If you are not able to send an electronic invoice or FAX, mail to: DEPT OF WORKFORCE DEVELOPMENT ~ DVR CCP UNIT; BOX 7852; MADISON WI 53707

Reports:

All consumer reports must be accurate and should be submitted using one of these methods:

- Upload via <https://dwd.wisconsin.gov/DVRFileUpload/Upload.aspx>
- Attached via Service Provider Portal if your agency has access
- Fax to 608-327-6014 (Accepts **only** statewide required service templates)
- Fax to 888-693-3479

Please visit <https://dwd.wisconsin.gov/dvr/service-providers/scanning-methods.htm> for detailed scanning instructions.

Tax Exempt:

Sales to the Department of Workforce Development are exempt from taxation under the Wisconsin Sales and Use Tax Law pursuant to Sec. 77.54(9a), Wisconsin Statutes. The Sales and Use Exempt Number is 008-1020421197-05 (Date issued, 04/09/1997). The DWD FEIN is 39-6006449.

Payment Terms and Invoicing:

DVR must receive an invoice within 60 days of completion of the requested service unless otherwise approved by DVR. Purchase Orders not invoiced within 60 days will be cancelled. The State of Wisconsin normally will pay properly submitted vendor invoices (not statements) within 30 days of receipt, provided reports, goods and/or services have been delivered and accepted as specified. A good faith dispute creates an exception to prompt payment. All vendors of services and goods must identify established cancellation fees and policies with DVR at the time the service is arranged. Submission of inaccurate reports or invoices may result in a letter of dispute, delayed payment and/or the initiation of legal recoupment procedures available to the Wisconsin Department of Administration and/or the Department of Workforce Development.

Please visit <https://dwd.wisconsin.gov/dvr/service-providers/vendor-service-provider-info.htm> for Information for DVR Vendors and Statewide Service Providers.