

STD 204 Frequently Asked Questions

Revised August 6th 2019

Why is FI\$Cal requesting a STD 204 from my company?

The implementation of FI\$Cal includes a centralized vendor file. To ensure that the centralized vendor file has the most current and accurate information, we are requesting that suppliers provide a new STD 204 to associate with the unique supplier record. Without the STD 204 form, FI\$Cal system will not allow financial transactions including the ordering and payment process with you / your company. The STD 204 form is also a required form to correctly establish the eligible suppliers for 1099 reporting in FI\$CAL.

Will I need to continue providing departments with a STD 204?

When doing business with or receiving payment from the departments, you will need to continue to submit a STD 204 when requested. This is to ensure the information on the supplier file is the most accurate and current.

What are the different ways I can submit my STD 204?

- Mail or hand deliver a hard copy to the departments / agencies that you conduct business with, then they will securely forward the form to FI\$CAL Vendor Management Group (VMG).
- Please do not email the STD 204 form which may contain confidential information. Using a regular email is not a safe way to attach and send the STD 204.

What happens with my STD 204 after FI\$Cal receives it?

All submitted STD 204s will be transferred to FI\$CAL by the departments, who reviewed and requested FI\$CAL Vendor Management Group to either add a new supplier or verify the existing supplier data for necessary updates. This will help cleanse and normalize the data resulting in unique supplier records.

How will FI\$Cal validate that my STD 204 information is accurate?

The name and Taxpayer Identification Number (TIN) on the STD 204 will be validated with the Federal Internal Revenue Service (IRS). *NOTE: A TIN is either a Federal Employer Identification Number (FEIN) or a Social Security Number (SSN).* If the IRS TIN validation process results in any discrepancies, FI\$Cal will contact the department and the supplier.

What if there are changes to our STD 204 after it has been submitted and accepted by FI\$Cal?

Submit an updated STD 204 to the departments / agencies that you conduct business with, and request that they update your supplier record in FI\$Cal.