

****** PLEASE READ CAREFULLY!!! ******

Dear Vendors,

To ensure timely contract & compensation for your participation with MCDHH, please complete the following three sign-ups as soon as possible:

1. Missouri Buys Online:

Register at Missouri Buys (<https://missouribuys.mo.gov/registration/webprocure>)

- ☐ Navigate to the vendor registration tab.
- ☐ Register using your name and your social security number or TIN.
- ☐ Download and upload a completed W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) to facilitate the process, if necessary.
- ☐ Please let the person who referred you this know once you have completed Missouri Buys registration so the manager can check the system and ensure its not still pending.
- ☐ If it is still pending, please call 866-889-8533 or email at MissouriBUYS@mo.gov to follow up. Missouri Buys does not allow us (MCDHH staff) to call and fix your status on your behalf. You must update it directly. The hours are from 8am to 5pm Central Standard Time. The best method is to call.

2. Form 943 (comes with attachment or online): (Comes with Sample of Form 943 on how to fill out properly).

- ☐ Complete and submit Form 943 (<https://dor.mo.gov/forms/943.pdf>)
- ☐ Register using your TIN if it's business, not as an individual sole proprietorship.
- ☐ If not business, register using your social security name, as an individual sole proprietorship.
- ☐ Email to the Missouri Department of Revenue (DOR) at taxclearance@dor.mo.gov.
- ☐ When you receive a compliance letter from the DOR, see sample of DOR letter attached, which should be sent to back to the person who referred you this.
 - If you have questions concerning the tax clearance, please **contact** the Missouri **Department of Revenue**, Tax Clearance Unit at (573) 751-9268.

3. E-Verify (comes with attachment or online):

- ☐ Fill out the attached E-Verify form – (<https://dese.mo.gov/media/pdf/e-verify-blank>)
- ☐ Send it to which person above who will send to business operations manager to upload it with your contract.
- ☐ Box A is usually where presenters sign up as an individual unless you have a business, and it can be either Box B or Box C depending on numbers of employees. **No notary is needed.**

Completing these steps promptly ensures faster processing and payment following the conference.

Thank you for your cooperation and prompt action. I always emphasize **“DO NOT WAIT or procrastinate on the paperwork process!”** Form 943 takes a while (days or weeks) to process before you receive a compliance letter, which is why you shouldn't wait. Do it ASAP. Thank you!

If you have trouble processing or need assistance, please reach out to the person who referred you this. They will be happy to help you navigate the process and ensure everything gets completed.