



Completing a Substitute W-9 Form and Creating a SFS Account

What is SFS and what does it have to do with me?

The Statewide Financial System also referred to as SFS is New York State government’s accounting and financial management system. To receive payments from the Office of Children and Family Services (OCFS), both individuals and businesses are required to have an account within SFS so payments can be made through the system.

How do I get an account within SFS?

Recipients of an OCFS Stabilization grant or an Invest in NY Child Care Desert grant are required to complete a Substitute W-9 Form within the Grant portal so OCFS can request and create a SFS account to permit grant payments to occur through SFS. While Stabilization grant payments were temporarily permitted to be made without grantees having a SFS account, all payments are now required to be done using a SFS account. *If a grantee does not have a SFS account, all payments will be delayed until an account is created.*

What information do I provide within the Substitute W-9 Form?

Using the chart below, if your business type is within Group A or B, what you should provide when completing the Substitute W-9 Form is listed. The Federal Employer Identification Number (FEIN) or Social Security Number (SSN) provided will be the number that will be taxed at the end of the year. If you have questions or issues, please contact your local CCR&R for assistance.

Group A	I am an individual operating the business under my own name.	Or	I am an individual operating the business using a D/B/A filed with my county of residence
What information do I include in the Substitute W-9 Form?	If operating the business under your own name or a DBA, you should provide your full legal name and your social security number so the information matches with IRS records.		
Group B	I applied for the grant and my business is registered as a: <ul style="list-style-type: none"> a. LLC (Single or Multiple Owners) b. Partnerships c. Corporation d. Subsidiary of a larger company 		
What information do I include in the Substitute W-9 Form?	If your business is any of the entities within Group B above, you should provide the full legal name of the business and the FEIN of the business . <i>A social security number should not be provided.</i>		

Scenarios:

1. I am a sole proprietorship using an EIN registered to my DBA, can I use the EIN?

Answer: While an EIN can be used to conduct business, the business owner’s personal social security number and full legal name should be used to create the SFS account.

2. I have a single-owner or multiple owner LLC and I usually provide my personal Social Security number when doing business, is this okay?

Answer: To create an SFS account, you should use the FEIN issued to the business/LLC and not your social security number.