

Statewide Vendor Form (SWV) FAQ

ArtsWA Community Investments

FY22 Pandemic Relief Grants for Small Organizations

What is an SWV number? Why is it necessary?

A Washington Statewide Vendor (SWV) number allows the state of Washington to pay you—whether you are a business or individual contractor or grant recipient. It is managed by the WA State Office of Financial Management (OFM).

- If you have received payment from Washington State in the past, you likely already have an SWV number.
- The information you registered for your SWV number MUST be updated every two years for your SWV number to continue to be valid.
- You can check the status of your SWV number by using the [Statewide vendor number lookup website \(ofm.wa.gov\)](#) or emailing PayeeRegistration@ofm.wa.gov.

What do I need to have ready to complete the application for an SWV number?

Your Organization's contact information, how you would like to receive your grant money (check or direct deposit), as well as tax type, identification number, and bank routing information (if applicable). Follow the instructions in your email from the WA State OFM about where to return this form.

[More information from OFM on getting your SWV number.](#)

Can I use an electronic signature on the SWV number application?

Not currently. Electronic signatures and images of signatures applied to documents are not accepted.

What should I do if I make a mistake on the SWV application form?

You will need to re-print the form and start again. We cannot accept forms with crossed-out or whited-out text.

Who do I send the SWV application form to, and how do I know if my information is secure?

Send this form directly to the SWV Payee Desk.

Your information is not stored with ArtsWA. It is securely stored with the WA State Office of Financial Management (OFM).

Common reasons why ArtsWA CANNOT accept a completed SWV application form:

- An electronic signature or a pasted image of a signature has been used.



- Crossed out or whited-out text appears on the form.
- Handwriting on the form is unreadable.

Who do I contact if I need help filling in the SWV application form?

- Contact [Linnea Ingalls](mailto:linnea.ingalls@arts.wa.gov) (linnea.ingalls@arts.wa.gov) at ArtsWA --OR—
- OFM Statewide [Payee Vendor Help Desk](#) (PayeeRegistration@ofm.wa.gov).