

To: All Agency Controllers and Fiscal Officers
From: Division of Accounts – Supplier Maintenance
Date: August 30, 2021
Subject: Supplier Update Form Revisions and Agency Training Workshops Announcement

Supplier Update Form Revisions

Major updates:

1. **SECTION 3: A W-9 is no longer required to add or change a DBA name to a supplier file in Edison** since the supplier's full tax ID is provided in SECTION 1 of the form
2. **SECTION 7: Request to Add or Remove Synchronizations** was added

The revised form, FA-1100 (Rev. 08-21), is located on the Division of Accounts Accounting Job Aids website: <https://www.tn.gov/finance/rd-doa/fa-accfinswa.html>. **Beginning Friday, October 1st, Supplier Maintenance will no longer accept the previous version of the form.**

As a reminder, a W-9 is only required when:

1. Registering a new supplier
2. Changing the supplier's legal name (Line 1 on W-9) and/or business type
3. Changing Address ID 1 (1099 Address)
4. Activating a supplier file

Agency Training Workshops

Mark your calendars! Supplier Maintenance will be hosting a new series of Supplier Maintenance Agency Training Workshops that will feature helpful aids and allow agencies to interact with Supplier Maintenance leadership and staff. The kick-off workshop is scheduled for Tuesday, September 21st at 10:00 AM CST and will focus on the Supplier Update Form. Be on the lookout for an Outlook meeting invitation!