CTR VENDOR JOB AID

Using Docusign for the Form W-9

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OVERVIEW

This job aid provides details on how to:

- Electronically fill out, sign, and submit Forms W-9

BEFORE YOU BEGIN

Docusign is a cloud based application for the electronic signature and submission of select CTR forms. This creates efficiencies for both departments and the Office of the Comptroller (CTR). The Form W-9 can be used both for new vendors as well as for changes to existing vendors. The use of Docusign for Forms W-9 must follow the guidelines included in the Vendor Job Aid: Using Docusign for the Combined Form W-9/EFT Authorization Form document. If Departments or Vendors fail to comply with these guidelines, the Office of the Comptroller reserves the right to reject documents that have been submitted.

Docusign Key Terms

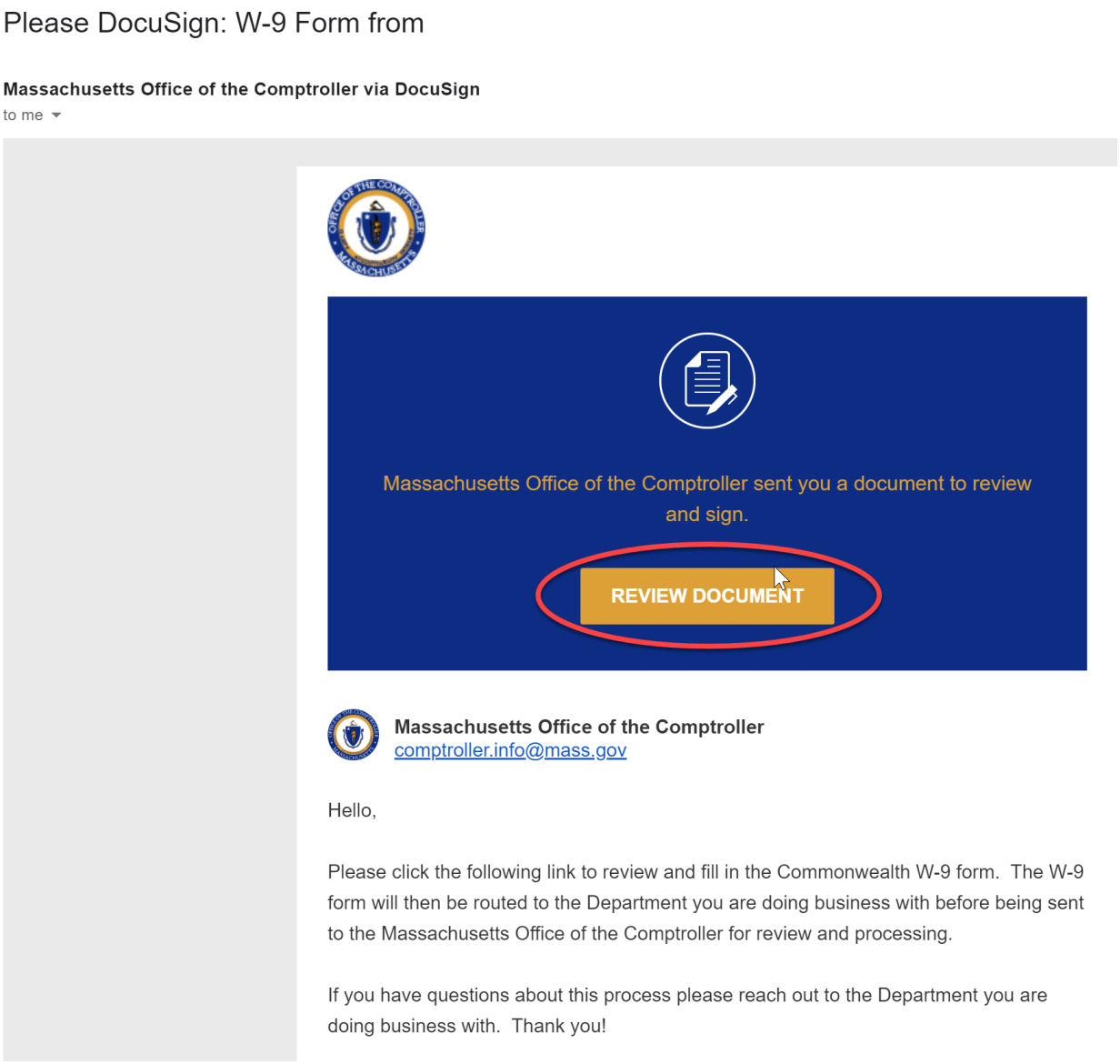
- **Envelope**: a container or "package" that is used to send documents to recipients and manage transactions.
- **Template**: a pre-set envelope with official CTR forms, set recipient roles, tabs, and other business logic. Templates are reusable blueprints for any Docusign workflow you do repeatedly.
- **PowerForm**: a template that is accessed from a unique, secure URL to generate an envelope.

All that is needed to use the PowerForm is access to a web browser and a valid email address. PowerForms can be filled out using either a PC or mobile device.

DIRECTIONS

Step 1: For the Vendor Filling Out the Form

1. An email from **Massachusetts Office of the Comptroller via Docusign** with the subject **Please Docusign: W-9 Form from [Name of Commonwealth Department Sender]** will arrive in the email box the Department provided for the Vendor**.**
2. Open the email and select **Review Document**.



3. The Form W-9 will open in a new page. To begin filling out the form, select **Continue**.



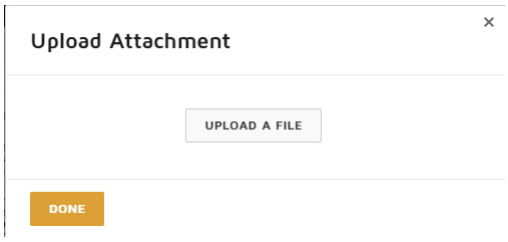
4. You will now be able to begin filling out the form. You can either choose **Start** to be guided through filling out the form or you can select the fields you wish to start with.



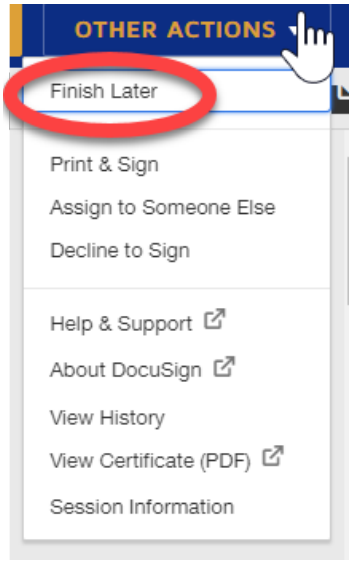
5. All fields outlined in **RED** are required fields to be filled out by the Vendor.

6. If you need to attach a document, scroll down to bottom of page 1 and select the paper clip. A pop-up box will appear, select **Upload a File** and navigate to and select the file you wish to select. Once the file has been uploaded select **Done**. *Note: This is optional, please only attach documents that are required as part of the submission to CTR.*





7. If you need to come back to the form to finish filling it out later, you can select **Other Actions** in the upper right corner and then select **Finish Later**. In order to access the form again, go back to the original email and select **Review Document** again.



Step 2: For the Vendor Electronically Signing the Form

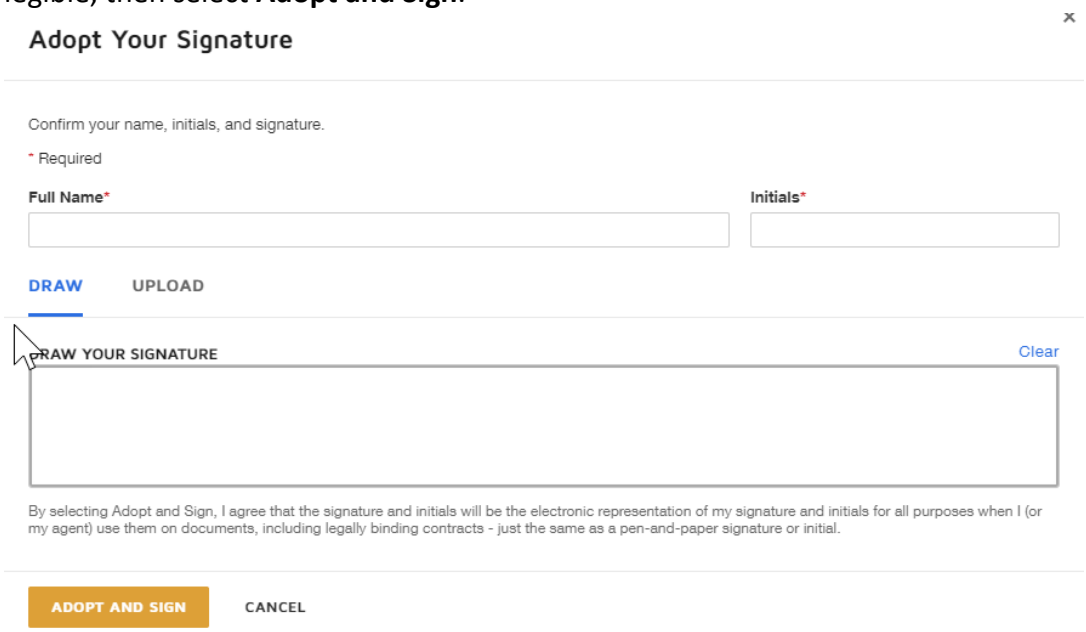
1. Once all required fields have been filled out, the **Authorized Signatory for the Vendor can electronically sign** the document. If the person who was sent the form as the Vendor role is not an Authorized Signatory, then the form will need to be reassigned to the Authorized Signatory. There are three options when signing the form:
    i. **Vendor Role to Sign**

a. If the person who was sent the form as the Vendor role and who has filled out the form is an Authorized Signatory, then select the **Sign** button on the Authorized Signature line. The **Date** field is automatically prefilled with today's date and cannot be edited.



b. The Office of the Comptroller has elected to accept two forms of electronic signature via Docusign. You can either draw your signature using your mouse or finger (if working from a touch screen device); or you can upload a picture of your wet signature. The typed text of a signature is NOT an acceptable form of electronic signature.

c. Verify your First and Last Name are typed into the **Full Name Box** as well as your initials in the **Initials Box**. Then choose either to **Draw** or **Upload** your signature, confirm it is legible, then select **Adopt and Sign**.



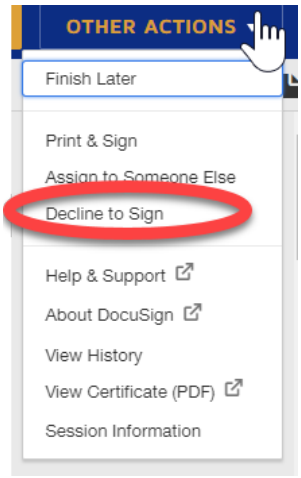
d. Select **Finish** in the upper right corner. The envelope has now been routed to the **Commonwealth Department Reviewer** for review.



e. A pop-up box will appear asking if you would like to save a copy of the document. You can either **Download** or **Print**. If you do not wish to save a copy, you can select **Close**.

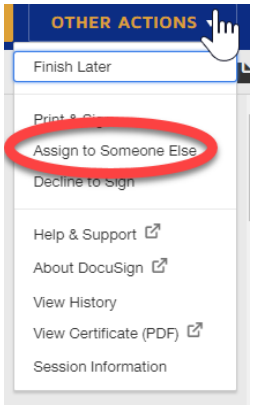
ii. Decline to Sign

a. If the Vendor does not want this process to continue and wishes to void the envelope, they can select **Decline to Sign**. Select **Other Actions** in the upper right corner, then select **Decline to Sign** from the Drop-down menu then select **Continue**. A Notification will be sent to the Commonwealth Department Sender that the Vendor has declined to signed and the envelope is void.



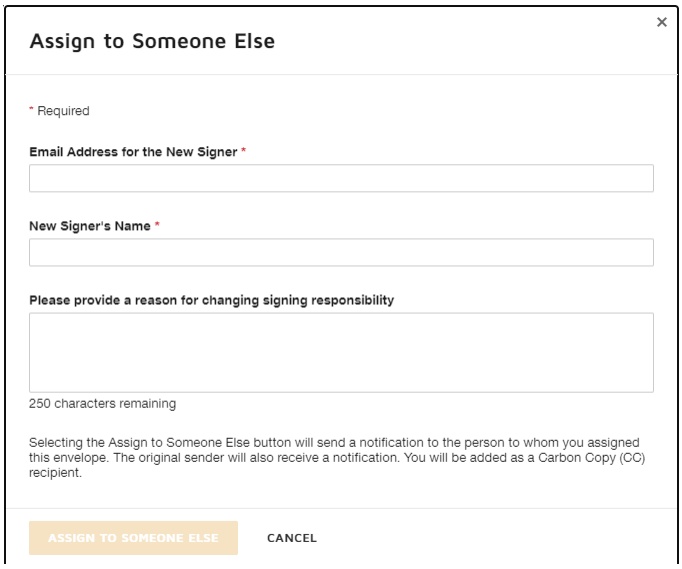
iii. Assign to Someone Else

a. To assign to someone else, select **Other Actions** in the upper right corner, then select **Assign to Someone Else** from the Drop-down menu.



b. Fill in the required information in the Assign to Someone Else box. Fill in the **email address** and **first and last name** of the **Authorized Signatory for the Vendor (New Signer)**. To reduce the likelihood of errors, please copy and paste the email address into the correct field. Please also provide a reason for changing signing responsibility. Select

Assign to Someone Else. An email will now be sent to the Authorized Signatory with a link to open for them to review and sign the form.



c. The Authorized Signatory should now follow the direction in **Vendor Role to Sign** section (2.1.i) above, steps a through e.