



State of Wyoming

State Auditor's Office

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WOLFS 109(a) CHECKLIST FOR STATE AGENCY USE

Please use this checklist to review the WOLFS 109(a) Form before sending it to the State Auditor's Office.

Remember:

- Only one name/vendor per form.
- Please do not fax the form to the SAO without first discussing circumstances with the Internal Support Group. The SAO will accept as an original, a legible, signed form sent to the agency by fax or email, then sent hard copy to our office. We do not accept faxes from the agency without prior approval.
- The form affects all transactions with all State agencies, and the information on the most current Form overwrites the existing record.
- Please check the system to make sure the information on the form is not already on the vendor file before sending a form to the SAO.

If the answer to any of the following questions is "no," please return the form to the vendor for correction. The SAO will use the same checklist to send the form back to the agency if any of the criteria below are not met.

_____ Is the form legible (printed or typed)?

_____ Is the form signed and dated within 365 days of delivery of goods or services or date of travel?

_____ Is the 9-digit taxpayer identification number (Social Security number or Employer Identification Number) clearly written?

_____ If the vendor is a sole proprietor, has the vendor written the owner's name, as well as the business name, on the form?