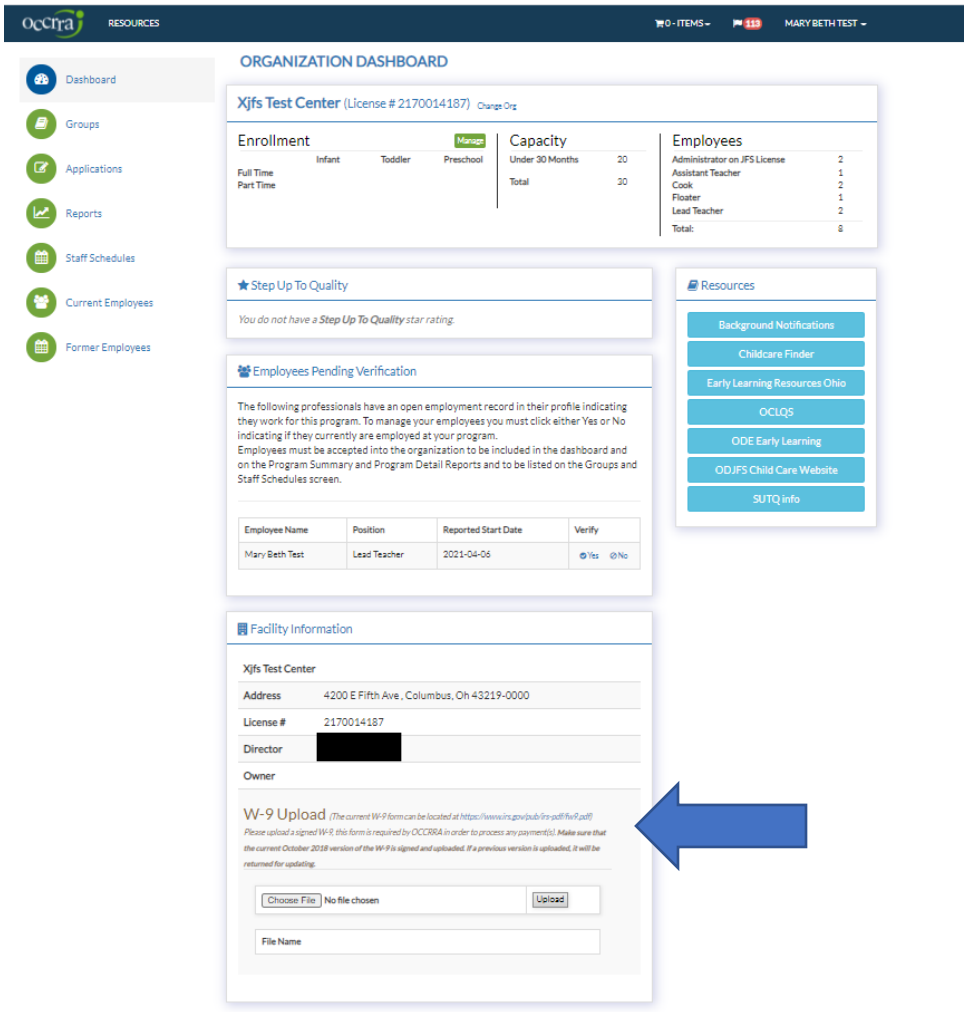
One-Time Program Payment W-9 Uploader

If your program never received a Pandemic Support Payment Grant from OCCRRA, it is required that you complete a Form W-9 Request for Taxpayer Identification Number and Certification for your child care program. This form is required for your payment to be processed and paid to your program through OCCRRA.

If your program did receive a Pandemic Support Payment Grant, you will not need to provide this information again.

To submit your W-9 form, please log into your OPR Profile. Click on your program's organization dashboard. The W-9 uploader has been added to the Facility Information section on the dashboard.



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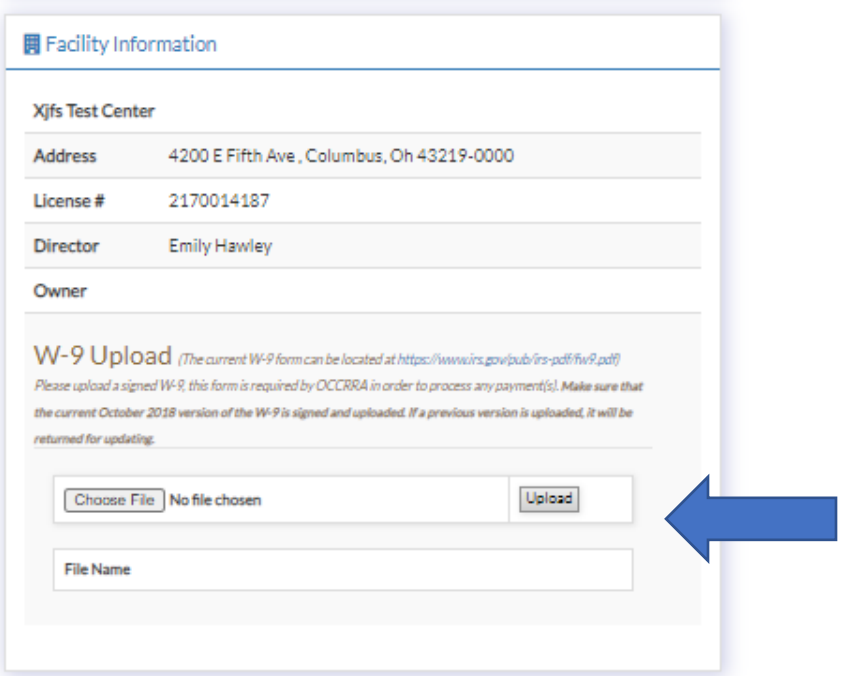
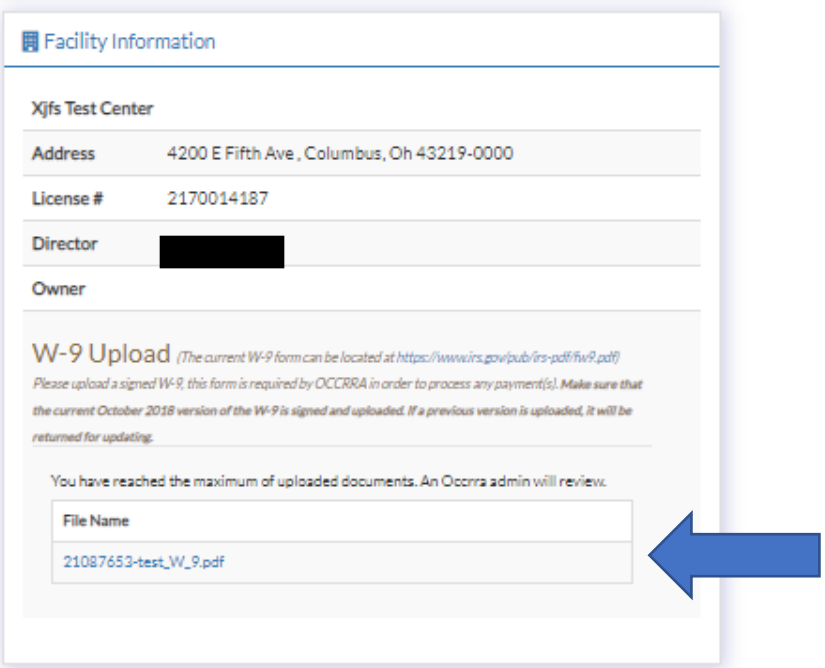
To upload the form, click on Choose File, select the file and then click on Upload.



Once you have uploaded the file, you will see it display on the screen.



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If the W-9 submitted is complete, OCCRRA staff will review and then remove it from your dashboard.

If the W-9 form is not complete you will receive an e-mail from OCCRRA outlining next steps. Possible reasons for incomplete form submission include a blank document was uploaded, the W-9 was not signed and dated, the W-9 form includes more than one tax id number (the EIN if your program has an EIN). The incomplete form will be removed from your dashboard and you will be asked to upload a new, complete W-9 form.

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