

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.

ORGANIZATION DASHBOARD
Xjfs Test Center (License # 2170014187) [Change Org](#)

Enrollment			Capacity		Employees	
Full Time	Part Time	Manage	Under 30 Months	Total	Administrator on JFS License	Assistant Teacher
			20	20	2	1
					2	1
					2	2
					2	2
					Total: 6	

Step Up To Quality
You do not have a Step Up To Quality star rating.

Employees Pending Verification
The following professionals have an open employment record in their profile indicating they work for this program. To manage your employees you must click either Yes or No indicating if they currently are employed at your program. Employees must be accepted into the organization to be included in the dashboard and on the Program Summary and Program Detail Reports and to be listed on the Groups and Staff Schedules screen.

Employee Name	Position	Reported Start Date	Verify
Mary Beth Test	Lead Teacher	2021-04-06	<input type="radio"/> Yes <input type="radio"/> No

Facility Information

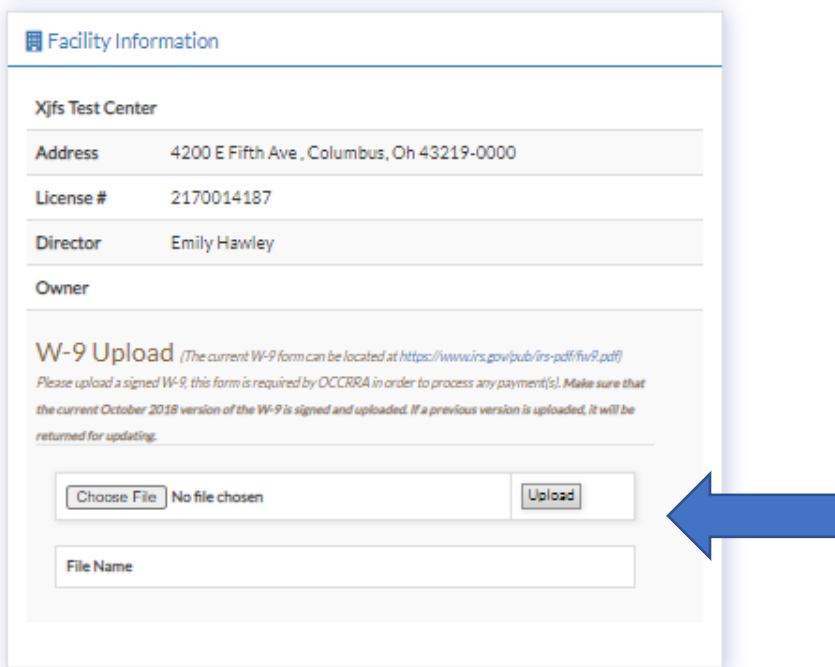
Xjfs Test Center
Address: 4200 E Fifth Ave., Columbus, Oh 43219-0000
License #: 2170014187
Director: [REDACTED]
Owner: [REDACTED]

W-9 Upload (The current W-9 form can be located at <https://www.irs.gov/pub/irs-pdf/form9.pdf>)
Please upload a signed W-9 (this form is required by OCCRRA in order to process any payments). Make sure that the current October 2018 version of the W-9 is signed and uploaded. If a previous version is uploaded, it will be returned for updating.

Choose File | No file chosen | Upload

File Name: _____

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



Facility Information

Xjfs Test Center

Address	4200 E Fifth Ave., Columbus, Oh 43219-0000
License #	2170014187
Director	Emily Hawley

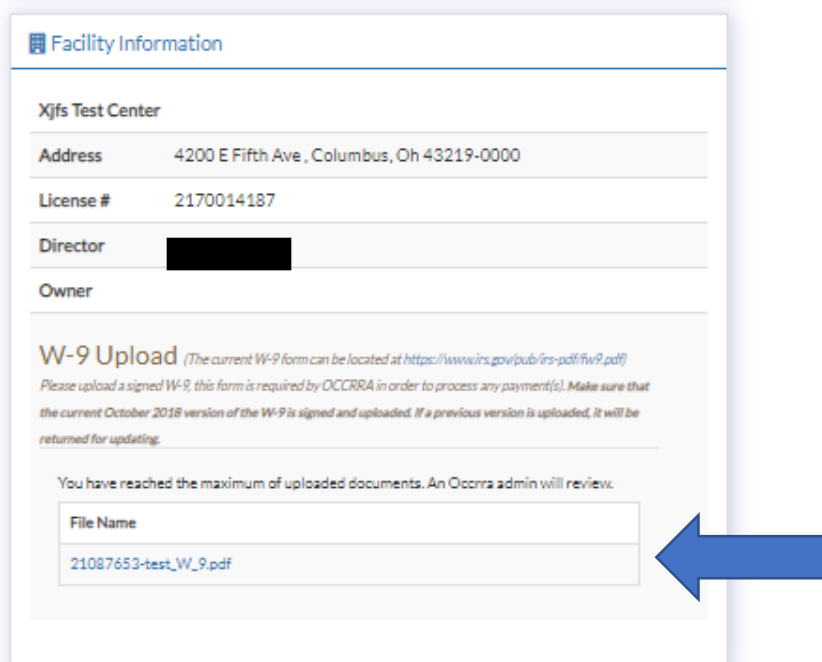
Owner

W-9 Upload (The current W-9 form can be located at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
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No file chosen

File Name

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



Facility Information

Xjfs Test Center

Address	4200 E Fifth Ave., Columbus, Oh 43219-0000
License #	2170014187
Director	[REDACTED]

Owner

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You have reached the maximum of uploaded documents. An Occrra admin will review.

File Name
21087653-test_W_9.pdf



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.