

January 25, 2015

Dear Government Entity:

The Financial Information System for California (FI\$Cal) Project is implementing a statewide budgeting, accounting, procurement, and cash management system for the State of California (State). The Project is being rolled out in waves, Wave 1 implementation occurred on July 16, 2014, and Wave 2 is scheduled to go live in July 2015. For more information about the FI\$Cal Project, including a departmental list with wave assignments, please visit www.fiscal.ca.gov.

Included in FI\$Cal is a centralized Vendor Management File (VMF), which consists of all vendors/payees who conduct business with or receive payment from the State. This includes all government entities. To help streamline future business and payment transactions with FI\$Cal departments, the Project is creating unique vendor records. To keep vendor/payee records unique, FI\$Cal has selected the Federal Taxpayer Identification Number (TIN) as its unique identifier. Government entities will have a Federal Employer Identification Number (FEIN) as their TIN.

FI\$Cal recognizes that providing the FEIN may be new to your organization, and although this is not a requirement, our request will allow the State to better maintain its vendor data, and will provide improved tracking and reporting capabilities.

To submit your agency's FEIN, complete the Government Agency Tax ID form, which is located on the internet at: www.fiscal.ca.gov/vendors/govt You may submit one form for all subsidiary departments, divisions, or units that share your principal agency's FEIN.

Please submit your completed Government -Entity Tax ID form using **one** of the following three options:

- Email: Attach scanned Government -Entity Tax ID form and email to vendors@fiscal.ca.gov
- Fax: 916-576-5200
- Mail a hard copy to:
FI\$Cal Project
Attn: Vendor Management
2000 Evergreen Street, Suite 215
Sacramento, CA 95815-3839

If you experience problems with the submission, or if you have any questions, please email vendors@fiscal.ca.gov, or call our toll free phone at (855) 347-2250, Monday-Friday, 8 a.m. to 5 p.m., excluding State holidays.