CLERMONT COUNTY BOARD
of Developmental Disabilities

Request Payee ID and Complete W-9

Please Note: *Before you begin the Payee ID process, be sure you know or have the following: your social security number, primary address, banking information (account and routing numbers), and a voided check or bank letter with wet signature.*

This process is necessary so you can get direct deposit for claim payments. Your DODD Provider Application will ask for your Payee ID so it's known you have completed this process.

The below process is a REQUEST for a payee ID. Once you have completed the process, you should be notified if your request is accepted instantly. If it is not approved instantly, you should be instructed on how to proceed to get your request approved.

Please contact OBM Shared Services at 877-644-6771 with any questions.

The Payee ID process generates a completed W-9 form for you. This is a requirement needed for your application. Be sure to print it out and sign with pen, as a wet signature is a DODD requirement.
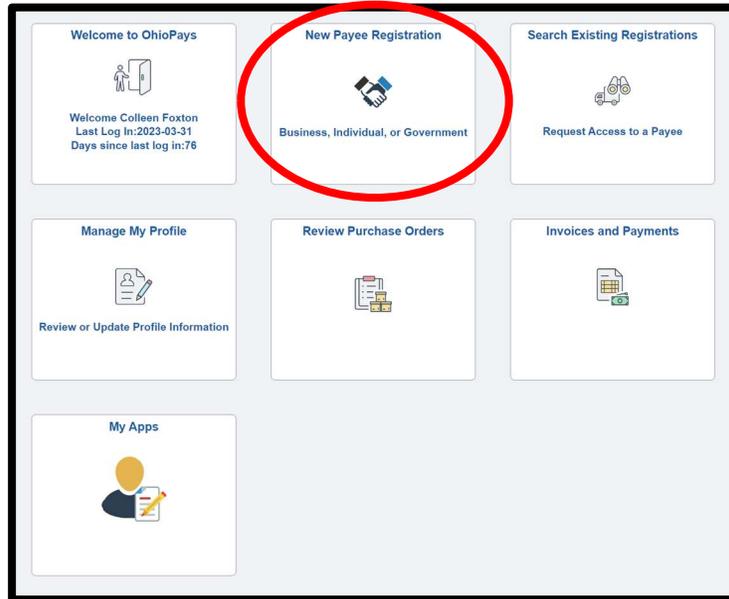
REQUEST PAYEE ID

1. Go to OhioPays website: OhioPays | Ohio.gov
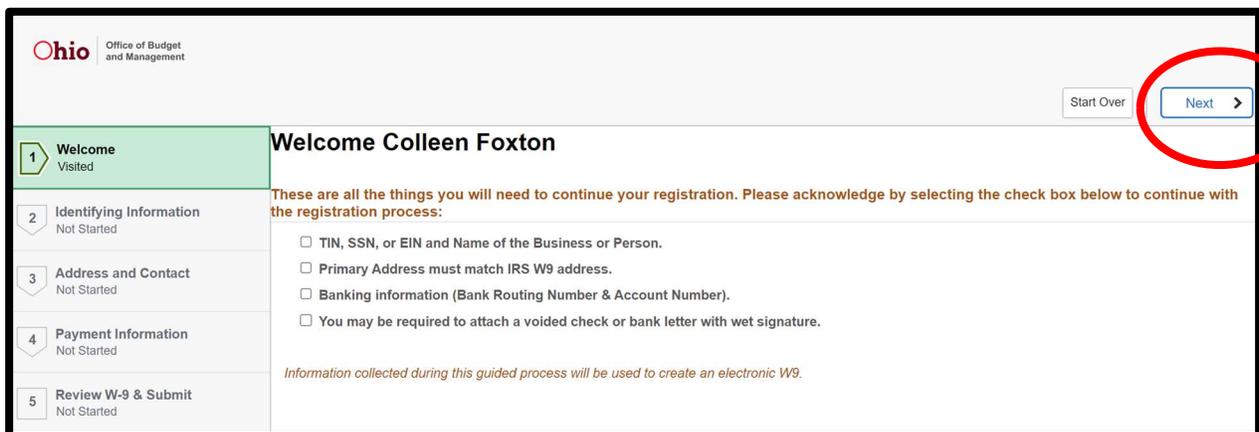
2. Login with your OH|ID credentials
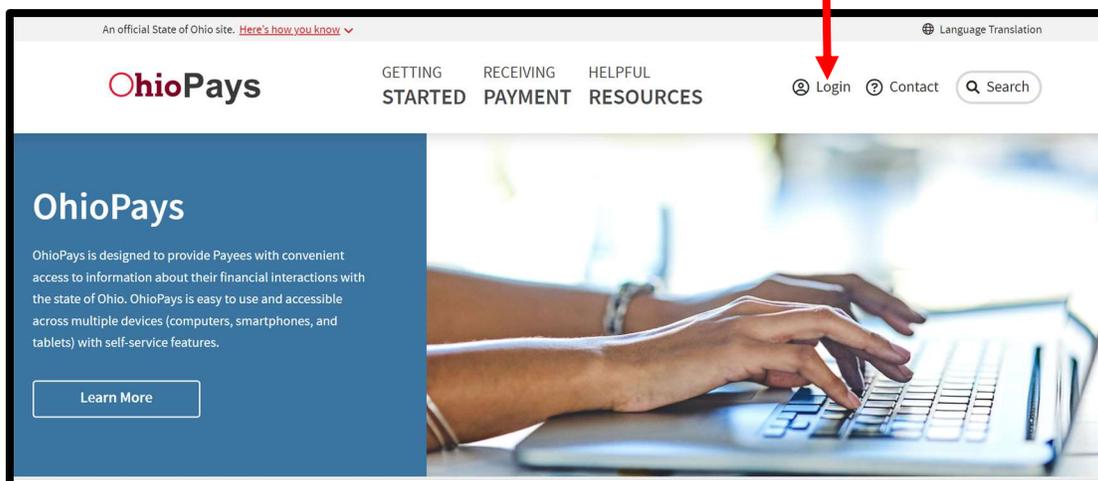
3. Select **NEW PAYEE REGISTRATION**

4. The note on the main screen will list the required information and documents needed to successfully complete the registration process. The registration process is automated. It will not allow you to complete the next section(s) until you input or upload the required information and documents for the current section. You will be allowed to save your information and return at a later date to complete the process.

   a. Select **NEXT** to begin

5. Complete each section

6. Review W-9, print when satisfied, and sign with pen above/near your electronic signature. Save for your DODD Provider application.

7. Submit registration for Payee ID.

8. The Payee ID request should be completed instantly
   a. Electronically save the part of the site that displays your Payee ID number.
      i. You may need to take a screenshot and save it into a Word document.
      ii. You will upload this document to your application when you apply for your DODD Provider application.
      iii. Scan and save an electronic copy of the W-9 for your DODD Provider Application.