



STD 204 Frequently Asked Questions

Revised March 10, 2014

Why is FI\$Cal requesting a STD 204 from my company?

The implementation of FI\$Cal includes a centralized vendor file. To ensure that the centralized vendor file has the most current and accurate information, we are requesting that vendors provide a new STD 204 to associate with the unique vendor record.

Will I need to continue providing departments with a STD 204?

When you conduct business or receive payment from Wave 1 departments, you do not have to resubmit your STD 204. When doing business with or receiving payment from non-Wave 1 departments, you will need to continue to submit a STD 204 when requested.

What are the different ways I can submit my STD 204?

- Encrypted email: www.fiscal.ca.gov/vendors/encrypt
- Regular email: send email with scanned STD 204 attached to: vendors@fiscal.ca.gov
- Fax to: 916-576-5200
- Mail a hard copy to:

FI\$Cal Project
Attn: Vendor Management/STD 204
2000 Evergreen Street, Suite 215
Sacramento, CA 95815-3839

What is the encrypted email process and what is the benefit of using that method?

The encrypted email process enables a vendor to securely submit their STD 204 using an encrypted email. FI\$Cal recommends using this method when confidential information must be submitted, such as Social Security Number.

I submitted my information on the FI\$Cal website to begin the encrypted email service and have not received the email to complete the process?

It may take up to 24 hours (excluding weekends and holidays) to receive the email to continue the encrypted email process. If you have not received an email within 24 hours, please contact the FI\$Cal Service Center, Vendor Management, via email: vendors@fiscal.ca.gov or Phone (Toll Free): 1-855-421-6355 Monday-Friday, 8 a.m. to 5 p.m., excluding State holidays.

Why did I receive multiple letters requesting a STD 204?

To establish the central Vendor Management File, FI\$Cal vendor data was consolidated from the Wave 1 departments. Due to the varying name and address combinations for many vendors, we cannot determine which name and address information is the most accurate. Therefore, to ensure no one was missed, a letter was sent to every address associated with a business name.

Why did I not receive a vendor STD 204 letter?

Only vendors identified by Wave 1 departments are being contacted for STD 204 collection. Vendors participating in future waves will be notified accordingly.

What happens with my STD 204 after FI\$Cal receives it?

All submitted STD 204s will be used to verify the existing vendor data in FI\$Cal. This will help cleanse and normalize the data resulting in unique vendor records.

How will FI\$Cal validate that my STD 204 information is accurate?

The name and Taxpayer Identification Number (TIN) on the STD 204 will be validated with the Federal Internal Revenue Service (IRS). *NOTE: A TIN is either a Federal Employer Identification Number (FEIN) or a Social Security Number (SSN).* If the IRS TIN validation process results in any discrepancies, FI\$Cal will contact the vendor.

What if there are changes to our STD 204 after it has been submitted and accepted by FI\$Cal?

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