Instructions: Nebraska W-9 & ACH Enrollment Form

To Start:

- Do NOT use Internet Explorer as your browser or a mobile device to complete the form
- Multiple applications are allowed

How to Submit an Updated W-9/ACH Enrollment Form

If you were asked to submit an updated W-9/ACH Enrollment Form, please complete the following steps:

1. Click on this link to the 2020 State of Nebraska W-9 & ACH Enrollment Form provided by the Nebraska Department of Economic Development: [https://ne.amplifund.com/Public/Opportunities/Details/6733b2e1-915a-4978-aff0-cb6f23d6d566](https://ne.amplifund.com/Public/Opportunities/Details/6733b2e1-915a-4978-aff0-cb6f23d6d566)

2. Locate and click on the Apply button in the top right-hand corner

3. You will be brought to a page that asks you to either Register or Log In
   a. You should already have an existing AmpliFund username and password that you used to apply for the Stabilization Grant. Enter your Email and Password, and click Log In
   b. If you do not already have an AmpliFund username and password, click Register

Note: If you chose Register, you will be brought back to the 2020 W-9 & ACH Enrollment page upon completing registration. Once again, click the Apply button to begin the application
4. After you log-in, you will see one of two options:
   a. The State of Nebraska W-9 & ACH Enrollment Form details page
      OR
   b. A calendar view

5. Getting into the form:
   a. If you see the Details Page (4. A), choose Apply. Then jump ahead to Completing the Project Information Section
   b. If you see the Calendar view (4. B), click on Your Name in the upper right-hand corner. Then choose Applicant Portal.
6. Click on Applications

7. You may have multiple applications, look for the one with the Title “State of Nebraska W9 & ACH”, you can click one of them (their name) that is either “Open” or “Saved” or “Unsubmitted”

8. Click Save & Continue
The application progress is displayed at the top of every page. You can also navigate to any page in the application by clicking the icon above the page's name in the progress bar. If a page is required for submission, an asterisk will appear next to the page name in the progress bar.

Completing the Project Information Section
State of Nebraska W-9 & ACH Enrollment Form (2020)

Application Information section
1. Enter a name for your form in the Application Name field (e.g. Business Name W-9 Form). You CANNOT use the same name as a previous application.
2. For the W-9/ACH Form, the Award Requested field does not apply to you. However, you still MUST fill it out. Enter $0.01.

Application Information

Application Name*  Business Name W-9 Form

How much are you requesting from the funder?

Award Requested*  $0.01

Total Award Budget  $0.01
Primary Contact section

The fields in the Primary Contact section will auto-fill with the details provided from when you registered. If you are completing this application on behalf of an organization or if the Primary Contact person is someone other than yourself, populate the correct Name and details in the required fields.

*Fields marked with an asterisk are required

1. Enter the first and last name of the Primary Contact person in the Name field
2. Enter the email address of the Primary Contact person in the Email Address field
3. Enter the number and street name in the Address Line 1 field
4. Populate the City, State/Province and Postal Code fields accordingly
5. Once all required fields are populated, please click Mark as Complete

Note: In order to successfully submit an application, all sections must be marked as Complete

6. To move on to the next section of the application, click Save and Continue

<table>
<thead>
<tr>
<th>Name*</th>
<th>Ken Blein</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address*</td>
<td><a href="mailto:afnedeptest+2@gmail.com">afnedeptest+2@gmail.com</a></td>
</tr>
<tr>
<td>Address Line 1*</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City*</td>
<td></td>
</tr>
<tr>
<td>State/Province*</td>
<td></td>
</tr>
<tr>
<td>Postal Code*</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

[Save] [Mark as Complete] [Save & Continue]
Completing the Application Forms Section
State of Nebraska W-9 & ACH Enrollment Form (2020)

The Application Forms section contains 1 (one) form:

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Nebraska W-9 &amp; ACH Enrollment Form</td>
<td>New</td>
<td>📰</td>
</tr>
</tbody>
</table>

1. The form needs to be clicked on (green hyperlink text), filled in per the instructions.
2. Start by entering the Application ID that was provided in your email

State of Nebraska W-9 & ACH Enrollment Form (2020)

Click Here to Complete: State of Nebraska W-9 & ACH Enrollment Form

Enter in the Application ID that was provided in your email

Application ID (3 to 5 Digits; no punctuation) *

5
3. Then complete the W-9 section. All fields with an asterisk (*) are required.

W-9 Form

- **EIN and SSN MUST** all be nine (9) digits long

**Taxpayer Identification Number (TIN)**

Do you use your Social Security Number of Employer Identification Number as your TIN? *

- [ ] SSN
- [x] EIN

Social Security Number (no punctuation) *

123456789

**Taxpayer Identification Number (TIN)**

Do you use your Social Security Number of Employer Identification Number as your TIN? *

- [ ] SSN
- [ ] EIN

Employer Identification Number (EIN) (no punctuation) *

123456789
4. Then, complete the ACH section. All fields with an asterisk (*) are required.

<table>
<thead>
<tr>
<th>ACH Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Enrollment *</td>
</tr>
<tr>
<td>● Initial Setup</td>
</tr>
<tr>
<td>● Change</td>
</tr>
<tr>
<td>● Close Account</td>
</tr>
<tr>
<td>Financial Institution Name *</td>
</tr>
<tr>
<td>Financial Institution Address *</td>
</tr>
<tr>
<td>Financial Institution City *</td>
</tr>
</tbody>
</table>

- The **Routing Number** MUST be 9-digits long

<table>
<thead>
<tr>
<th>9-digit Routing Number *</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
</tr>
</tbody>
</table>

5. After completing BOTH the W-9 and the ACH sections, verify the required fields are entered (denoted by the asterisks *), then click on the button labeled “Mark As Complete”

6. It should turn to red with the words “Mark As Not Complete”, then click on Save & Continue

- If you have partially completed an Application Form and wish to save changes and return later, please click the **Save** button on the bottom of the form you are working on
The Application Form must be “Marked as Complete” in order to successfully submit an application.

The ‘Status’ column indicates the progress of each application form. For example,

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 01: General Information</td>
<td>Complete</td>
</tr>
<tr>
<td>Part 02: Project Details</td>
<td>In Progress</td>
</tr>
<tr>
<td>Part 03: Application Questions</td>
<td>New</td>
</tr>
</tbody>
</table>

- **New**: Application Form has not yet been clicked on. All forms will appear as ‘New’ the first time you access the application.
- **In Progress**: Application Form has been partially completed, and Saved.
- **Complete**: All required fields have been entered on an Application Form, and the form has been Marked as Complete.

**Printing Forms**

The form can be printed by clicking the ‘Print’ icon located in the same row of the form.

*Note: Applicants will have the ability to print a completed version of the application in its entirety before final submission*

**Submitting your Application**

**State of Nebraska W-9 & ACH Enrollment Form (2020)**

When you are ready to submit your application, click on the Submit button at the top of the page.

From the Submit page, you will be able to:

- Download and Review your completed application before or after submission.
- Jump to any of the application sections to review your answers by utilizing the timeline at the top of the page.
- Submit your application.

**How to Download and Review your Application**

- Click the green **Review** button to download a PDF of your completed application.

**How to Submit Application**
In order to Submit your application to the Nebraska Department of Economic Development, all sections and application forms must be Marked as Complete.

You can verify that all sections and application forms have been Marked as Complete by referencing the timeline at the top of page and ensuring there is a check in each section.

When all sections have been Marked as Complete, submit your application by clicking on the green Submit button.

NOTE: ONCE AN APPLICATION HAS BEEN SUBMITTED, NO CHANGES CAN BE MADE TO ANY PART OF THE APPLICATION OR THE APPLICATION FORMS

Eligible to Submit Application:

Not Eligible to Submit Application:

If you have application forms or sections that have not been Marked as Complete, you will be unable to click the submit button and submit your application.

A message will appear on this page in red, notifying you of any uncompleted forms or sections.

Successful Submission
• Once you have successfully submitted your application, a success message will appear on your screen and you will receive an email notifying you of the date and time of your submission.

• Once the application has been submitted, no changes can be made to the application, but it can be accessed and viewed at any time by logging back into the Applicant Portal at https://ne.amplifund.com.