

Instructions: Nebraska W-9 Enrollment Form

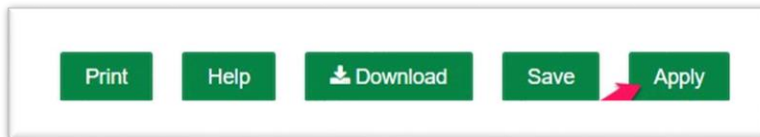
To Start:

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

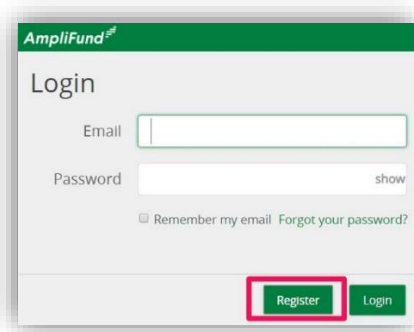
How to Submit an Updated W-9 Enrollment Form

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

1. Click on this link to the 2020 State of Nebraska W-9 Enrollment Form provided by the Nebraska Department of Economic Development: <https://ne.amplifund.com/Public/Opportunities/Details/fe3b942a-b790-4a2b-9035-01efbb9eac14>
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 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 Enrollment Form details page
OR

State of Nebraska W-9 Form with AGI (2020)



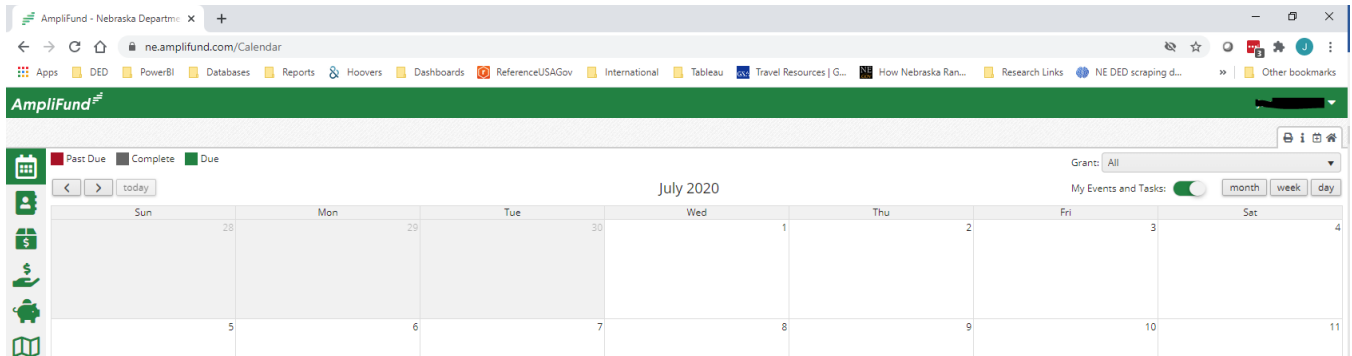
Opportunity Details ✓

Print Help Download Save & Continue

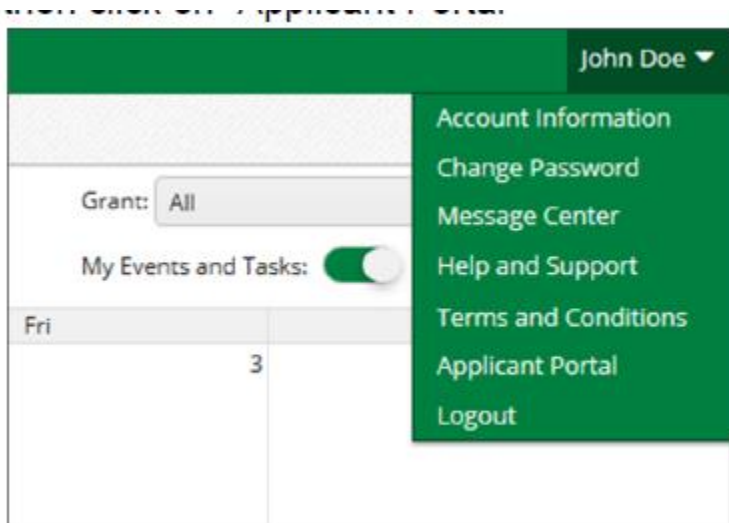
Opportunity Information

Title State of Nebraska W-9 Form with AGI (2020)

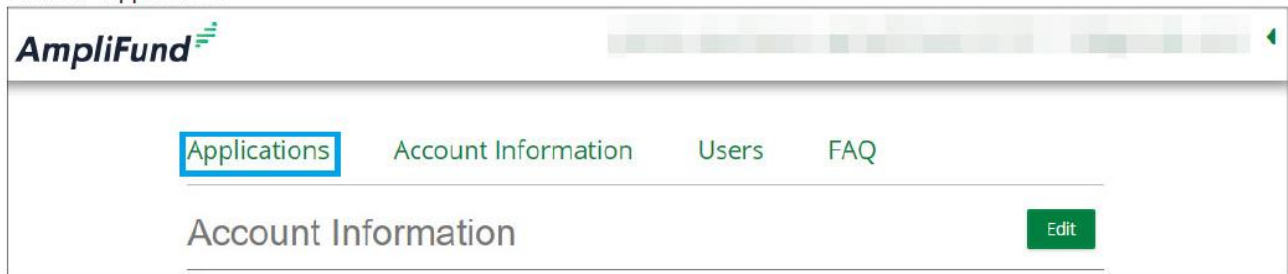
- b. A calendar view



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 (2020)”, you can click one of them (their name) that is either “Open” or “Saved” or “Unsubmitted”

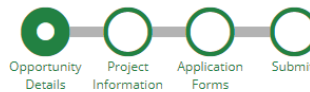
Applications Account Information Users FAQ

Applications

Application Name	Submission Status	Funder Name	Title	Opportunity Status	Submission Open ...	Submission Close ...	Award Floor	Award Ceiling
zTEST = TEST App for Research	Saved	Nebraska Department of Economic Development	zTEST = TEST App for Research	Closed	5/8/2020 8:00 AM	7/31/2020 11:59 PM	\$3,000.00	
test	Unsubmitted	Nebraska Department of Economic Development	2020 Business Stabilization Grants (Small Businesses)	Closed		7/17/2020 5:00 PM		
TEST	Unsubmitted	Nebraska Department of Economic Development	2020 Business Stabilization Grants (Livestock Producers)	Closed	6/15/2020 8:00 AM	7/2/2020 5:00 PM		
State of Nebraska W-9 (2020)	Unsubmitted	Nebraska Department of Economic Development	State of Nebraska W-9 (2020)	Open				

8. Click **Save & Continue**

State of Nebraska W-9 Form with AGI (2020)



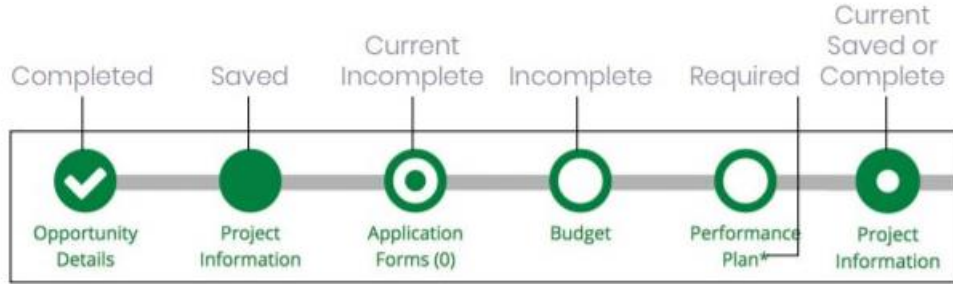
Opportunity Details ✓

Print Help Download Save & Continue

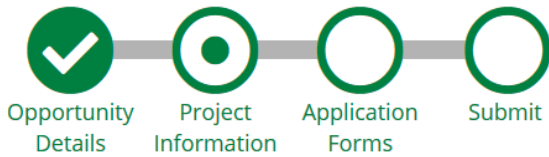
Opportunity Information

Title State of Nebraska W-9 Form with AGI (2020)

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 (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 Form, the **Award Requested** field does not apply to you. However, you still MUST fill it out. Enter \$0.01. (Note: If you enter a different value it will not cause any issues with your payment of \$12,000.)

State of Nebraska W-9 Form with AGI (2020)



Project Information

Help

Download

Save

Save & Continue

Application Information

Application Name* ✓

How much are you requesting from the funder?

Award Requested*

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**

Primary Contact Information

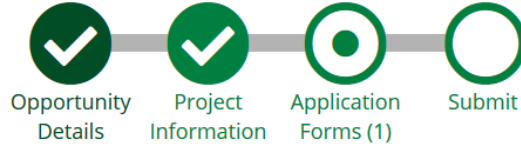
Name*	<input type="text" value="Ken Blein"/>
Email Address*	<input type="text" value="afnededtest+2@gmail.com"/>
Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
City*	<input type="text"/>
State/Province*	<input type="text"/>
Postal Code*	<input type="text"/>
Phone Number	<input type="text"/>

Save

Mark as Complete

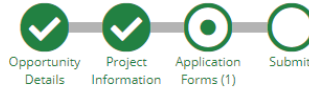
Save & Continue

Completing the Application Forms Section State of Nebraska W-9 (2020)



The Application Forms section contains 1 (one) form:

State of Nebraska W-9 Form with AGI (2020)



Forms

[Help](#) [Download](#) [Save & Continue](#)

Name	Status	Print
Click Here to Complete: State of Nebraska W-9 Form	New	

◀ < 1 > ▶ 25 items per page 1 - 1 of 1 items

[Save & Continue](#)

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
 - a. It will be 3 – 5 digits long.

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

1 of 1

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

Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. *

40

Business name/disregarded entity name, if different from above

40

Address *

40

4. The complete the Taxpayer Identification Number (TIN) section. **INFORMATION MUST BE EXACT!**
- EIN and SSN **MUST** all be **EXACTLY** nine (9) digits long

Taxpayer Identification Number (TIN)

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

- SSN
 EIN

Social Security Number (no punctuation) *

0

Taxpayer Identification Number (TIN)

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

- SSN
 EIN

Employer Identification Number (EIN) (no punctuation) *

0

- The Driver's License should include the letter

Driver's License Number (including letter e.g. H11111111) *

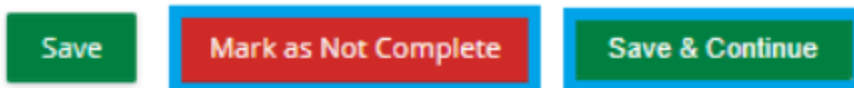
- Enter the Adjusted Gross Income from your most recent tax return. It is found in line 5 on your 1040N. It should be a whole number and **MUST BE EXACT. DO NOT ESTIMATE.**

Enter the Adjusted Gross Income (AGI) from Line 5 of your most recent Nebraska tax return, form 1040N. (Value must match exactly).

- After completing ALL the W-9 section, verify the required fields are entered (denoted by the asterisks*), then click on the button labeled "Mark As Complete"



- It should turn to red with the words "Mark As Not Complete", then click on Save & Continue

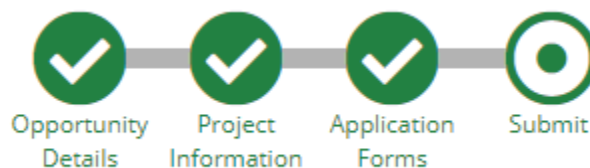


- If you have partially completed an Application Form and wish to save changes and return later, please click the **Save** button on the bottom of the form you are working on

The Application Form must be **"Marked as Complete"** in order to successfully submit an application

Submitting your Application

State of Nebraska W-9 (2020)



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

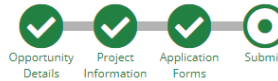
From the Submit page, you will be able to:

- 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

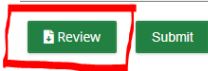
State of Nebraska W-9 Form with AGI (2020)



You are about to submit your application, **BusinessName W9 2**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.



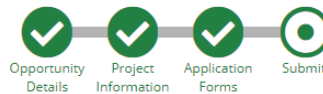
How to Submit Application

- 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:

State of Nebraska W-9 Form with AGI (2020)



You are about to submit your application, **BusinessName W9 2**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

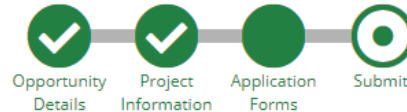
When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.



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

State of Nebraska W-9 Form with AGI (2020)



You are about to submit your application, **BusinessName W9 2**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

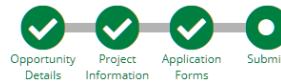
When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

You have forms that are either "New" or "In Progress" for this application!



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>



Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.

