



9/4/19

Subject: Reauthorization of CSS Vendor/Supplier

You are receiving this packet because your authorization as a vendor for the Children's Special Services (CSS) Program of the State of Tennessee will expire on **11/30/19**, and will require reauthorization to continue.

The Tennessee Department of Finance and Administration vendor selection procedures and payment guidelines require that referral providers complete a vendor packet. This packet includes a Vendor Authorization form (VA), Program Letter of Agreement (LOA) form, the State of TN Department of Finance & Administration Supplier Direct Deposit Authorization form, and a W-9 Request for Taxpayer Identification Number and Certification form.

Vendor agreements must be renewed on a three-year cycle. The attached forms are required to maintain your status as an authorized vendor and to continue to receive reimbursements. Upon receipt and approval of your packet, written notification will be sent that includes your expiration date and Edison Supplier/Vendor number.

Please complete all of the attached forms and follow all instructions exactly to avoid delays in processing:

- TN Department of Health Vendor Authorization Form
- Letter of Agreement
- W-9
- Copies of your current professional or facility licenses (*ex: Pharmacy/Doctor/Therapy License*)
- State of TN Department of Finance & Administration Supplier Direct Deposit Authorization

***PLEASE SEE FORM FOR EXACT MAILING INSTRUCTIONS.** If this form is not mailed directly from your financial institution representative to Finance and Administration, your agreement will not process.

***NOTE: For renewing vendors, complete and mail this form ONLY if direct deposit changes have occurred.**

If regular mail is preferred, the completed forms (*with the exception of the Direct Deposit Authorization form*) and copies of your current license should be mailed to:

ATTN: Denise M. Black
Tennessee Department of Health
Division of Family, Health and Wellness-CSS
710 James Robertson Parkway
Andrew Johnson Tower 7th Floor
Nashville, TN 37243

You may also send them via **email:** Denise.M.Black@tn.gov or **fax:** (615) 741-1063. If you have any questions regarding the completion of these forms, you can reach me at (615) 741-2985.

Thank you for your continued support and assistance to children with special health care needs in the State of Tennessee, and for being a part of the CSS Provider network.

Sincerely,

Denise M. Black

Denise M. Black
Administrative Services
Children's Special Services (CSS) Program