

How To Register for an Edison Supplier ID and Certify with the Dept. of Revenue:

1. **Create a supplier identification number in the Edison eSupplier system** by registering online here:

https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST

Should you need assistance with registration or supplier information contact Supplier Maintenance at 615-741-9745 or email Supplier.Maintenance@tn.gov

2. **Complete the *W9* and *Supplier Direct Authorization* form:**
 - a. Complete the attached *W9*
 - b. Complete the attached *Supplier Direct Deposit Authorization* form and sign Section 3: *Authorization*
 - c. On the *Supplier Direct Deposit Authorization* form have a representative of your bank complete and sign Section 4: *Financial Institution Verification*
3. **MAIL the *W9* and the *Supplier Direct Deposit Authorization* to the Department of Finance and Administration at the following address:**

State of Tennessee
Attn: Supplier Maintenance
21st Floor WRS Tennessee Tower
312 Rosa L. Parks Ave.
Nashville, TN 37243

3. **Register with the Tennessee Department of Revenue** and obtain a certificate for *sales and use* tax OR a sales and use tax exemption letter from the Department of Revenue
 - Suppliers who need a copy of their certificate and already have a sales and use tax account number - call the help number provided below:

Nashville area and out-of-state: 615-253-0600 Statewide toll-free: 800-342-1003
 - Suppliers who need to register for *sales and use* tax - visit the Department of Revenue's TN Taxpaper Access Point External Portal at <https://tntap.tn.gov/eservices/>
 - Suppliers who need to check eligibility of exemption – visit the Department of Revenue's TN Taxpaper Access Point External Portal at <https://tntap.tn.gov/eservices/>