

Enter the following data:

- Enter the TIN/EIN/SSN number, using the first nine characters in the field.
- Enter *only* nine numeric characters in this field (no spaces, special characters, or letters).
- Ensure the IRS W-9 form information for the TIN/EIN/SSN matches the information you enter into this field.
- General information, such as “on file” is not an acceptable entry for this field.
- Do not press the **Enter** or **Tab** key within this field.

Special instructions for this field include using the following TINs when approving checks to foreign governments, government entities, and universities:

- Foreign/International governments: 989898989
- Government entities (local, state, and federal): 787878787
- Universities: 787878787

Requirements associated to the field:

- This field is required *always* for convenience check purchases.
- You cannot write checks over \$2,500, except for bona fide emergencies, *prior* approval by the APC, and there is an applicable [DCIA Waiver Number](#).
- You must obtain the IRS W-9 form from the vendor and keep on file with the ability to easily produce if requested.

Agency Specific Data Field

The **Agency Specific Data** field is available for use by agencies for their specific needs. The CCSC also requests that cardholders use this field to indicate a green purchase.

Enter the following data:

- Enter any information that is specific to your agency in this field.
- **For green purchases, enter “Green” in the field (the quotations are not needed).**
- If needed, you may enter agency-specific data and “green” into the field. You do not need to enter “not green,” “N/A,” or “no green available” into the field.

There are no special instructions for this field.

Requirements associated to the field: This is not a required field unless specified by your agency and/or you make a green purchase.

Conv Ck Mer Inf / Waiver#

The **Conv Ck Mer Inf / Waiver#** field is used to collect the vendor information for whom the cardholder wrote a convenience check and to identify the waiver number used to support the usage of the convenience check. The data in the field is then used to create the yearly 1099 MISC Report, which for the USDA is used to report the convenience check type of payment to the IRS.