



How to Complete the OSD Reimbursement Required Financial Forms

Purpose

This guide explains how to correctly complete the Israel Boycott Certification Form and the Contract and Grant Disclosure Form, which are required for OSD reimbursement processing.

Step-by-Step Instructions

1. Israel Boycott Certification Form

One-Time Submission: This form only needs to be submitted once per vendor.

Vendor Number:

- If known, enter your vendor number.
- If unknown, leave this field blank.

Name of Contractor:

- Enter your company's legal name as shown on the W9 form.

2. Contract and Grant Disclosure Form

Annual Submission: Must be updated each fiscal year (July 1 – June 30).

Subcontractor Question:

- Select "No" and leave the subcontractor's name blank

Taxpayer ID Name:

- Enter the company's legal name (same as on W9)

Last Name, First Name:

- Provide the primary contact person's full name

Company Address:

- Enter the full mailing address of your business

For Individuals:

- Check the box "None of the Above Applies".

For Entities (Businesses):

- If none of your employees meet the criteria listed, check "None of the Above Applies".
- If any employee meets the criteria, list them in the space provided.

Signature and Vendor Contact:

- The primary contact person listed on page 1 should sign the form.
- Print their name in the "Vendor Contact Person" field.