

**Office of Early Childhood Pre Contract Checklist SFY 2025**

**Did you upload your W-9, insurance rider, and any other required forms on CTsource?**

**Did you check that your legal business name on Business.CT.Gov matches your Vendor name on CORE, on CTsource, and on your W-9 or other business forms?**

**If your name was different or changed, did you reach out to OEC?**

**Just a reminder – failure to complete the items on your checklist may delay execution of your contract or your first payment!**

**Did you complete your Vendor profile and send into OEC – if you are a new Vendor?**

**Did you fill out the workforce analysis in CTsource?**

**Are you registered on CTsource?**

**If you are a new Vendor in CORE, did you send your USER ID to OEC?**

**Are you registered for CORE access?**

**Did you begin the process in your organization if you need board approval?**

**Did you complete an ACH form if you would like direct deposit as payment?**

**Did you fill out your w-9 and submit to OEC and upload on CTsource?**

**Are you registered as a Vendor? Check online at business.ct.gov**