



Wyoming Livestock Board

"To represent and serve Wyoming's livestock industry through protecting livestock health and verifying livestock ownership."

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Governor

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Director- Chief Executive
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Memorandum

To: Brucellosis Testing Reimbursement Vendors

Subject: Invoicing Requirements for Custom Slaughter Plants

The Wyoming Livestock Board appreciates your participation in the voluntary brucellosis surveillance program.

Overview: Wyoming State Veterinary Laboratory (WSVL) will send Brucellosis Test Records to Wyoming Livestock Board (WLSB) – Animal Health. For each test record, WLSB-AH will verify the tests are eligible for reimbursement IAW Chapter 6 of WLSB Rules.

For test records that meet requirements for reimbursement, WLSB-AH will create a reimbursement invoice and electronically send the invoice, test records, and current W-9 on file with the state to the slaughter plant for verification.

Slaughter plant personnel will review the documents, note any required changes, and return the documents to WLSB for processing. WLSB will finalize the documents and submit the packet to WLSB – Budget Analyst for payment.

WLSB Requirements:

- Receive Brucellosis Test Records from WSVL
- Review test records and identify reimbursable test records
- Create a reimbursement invoice
- Monthly send the invoice to the slaughter plant for verification
- Finalize the documents and submit the packet to WLSB – Budget Analyst for payment

Slaughter Plant Requirements:

- Establish a national Taxpayer Identification Number (TIN), such as Employer Identification Number (EIN) or Social Security Number (SSN) for reimbursement
- Establish a W-9 on file with the State of Wyoming
- Update the W-9 when required, such as a change of address or type of business
- Establish an email to send and receive documents
- Review received documents, note any required changes, and return the documents to WLSB for processing within 2 weeks of receipt

All of the above are required to help us to meet our reporting and auditing needs. If you have any questions please contact the Wyoming Livestock Board at (307) 777-7515 or email lsbbrucellosis-mitigation@wyo.gov.

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