



**AGENT IDENTIFICATION NUMBER  
REQUEST FORM**  
**City of Oakland**  
**Enterprise Zone Vouchering Process**

Workforce Investment Board  
*Reaching Business*

The Agent Identification Number (AIN) is required to be included on the information provided during the voucher submission process and serves as our way of managing/tracking the voucher requests during the submission and approval process. In addition, the AIN will provide you access into our Online Vouchering System where you can effectively manage your submittals and receive the determination of your requests electronically.

Below you will enter the information requested and send to the attention of Susana Villarreal, Oakland Enterprise Coordinator via email at [svillarreal@oaklandnet.com](mailto:svillarreal@oaklandnet.com) or fax to (510) 238-2230. Upon receipt of your information, we will register you within our system and send (same method as received) your AIN and password for the Online Vouchering System. **Please note that the registration process can also be completed online at [www.oaklandwib.com](http://www.oaklandwib.com).**

**AGENT INFORMATION** (To be completed by Agent)

Last Name: _____	First Name: _____
Job title: _____	Email address: _____
Agent Organization: _____	Federal Tax ID: _____
Street Address: _____	City: _____
State: _____	Zip Code: _____
Phone: _____	Fax: _____

**ASSIGNED AIN AND PASSWORD** (To be completed by City of Oakland)

<b>AIN:</b> _____	<b>Password:</b> _____
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Any questions should be directed to:

Susana Villarreal, Enterprise Zone Coordinator  
City of Oakland – CEDA  
Workforce Development  
250 Frank H. Ogawa Plaza, Suite 3315  
Oakland, CA 94612  
Phone: (510) 238-7794  
Fax: (510) 238-2230