

Electronic Substitute Form W-9
Exceptions to the Requirement
October 2012

The Department of Financial Services (DFS) implemented in March 2012, requirements for *most* businesses and individuals receiving payments from the State Treasury to register an electronic, Substitute Form W-9 via the DFS Vendor website <https://flvendor.myfloridacfo.com>.

Please also make note of the following *exceptions* to the required submission of the electronic Substitute Form W-9:

- Purchasing Card payments (Due Process or other) *DO NOT* require the vendor to register an electronic Substitute Form W9.
- Payments for Information and Evidence (copies of medical records, bank statements, law enforcement records, etc.) *DO NOT* require the vendor to register an electronic, Substitute Form W-9 (object codes: 497XXX).
- Payments for travel expenditures either directly to a traveler or to a travel-related vendor (hotel, car rental, etc.) *DO NOT* require the vendor to register an electronic, Substitute Form W-9 (object codes: 26XXXX).
- Certain other object codes as determined by DFS.

The JAC website contains a copy of the object codes list with the requirement or exception for the Substitute Form W-9 for each, and other information related to the Substitute Form W-9:[F:\Financial Services - FLAIR Management Reporting & Training\Exceptions to the Subst. Form W9 Requirement Oct 2012.pdf](#)