



# W-9 WEBSITE TRAINING

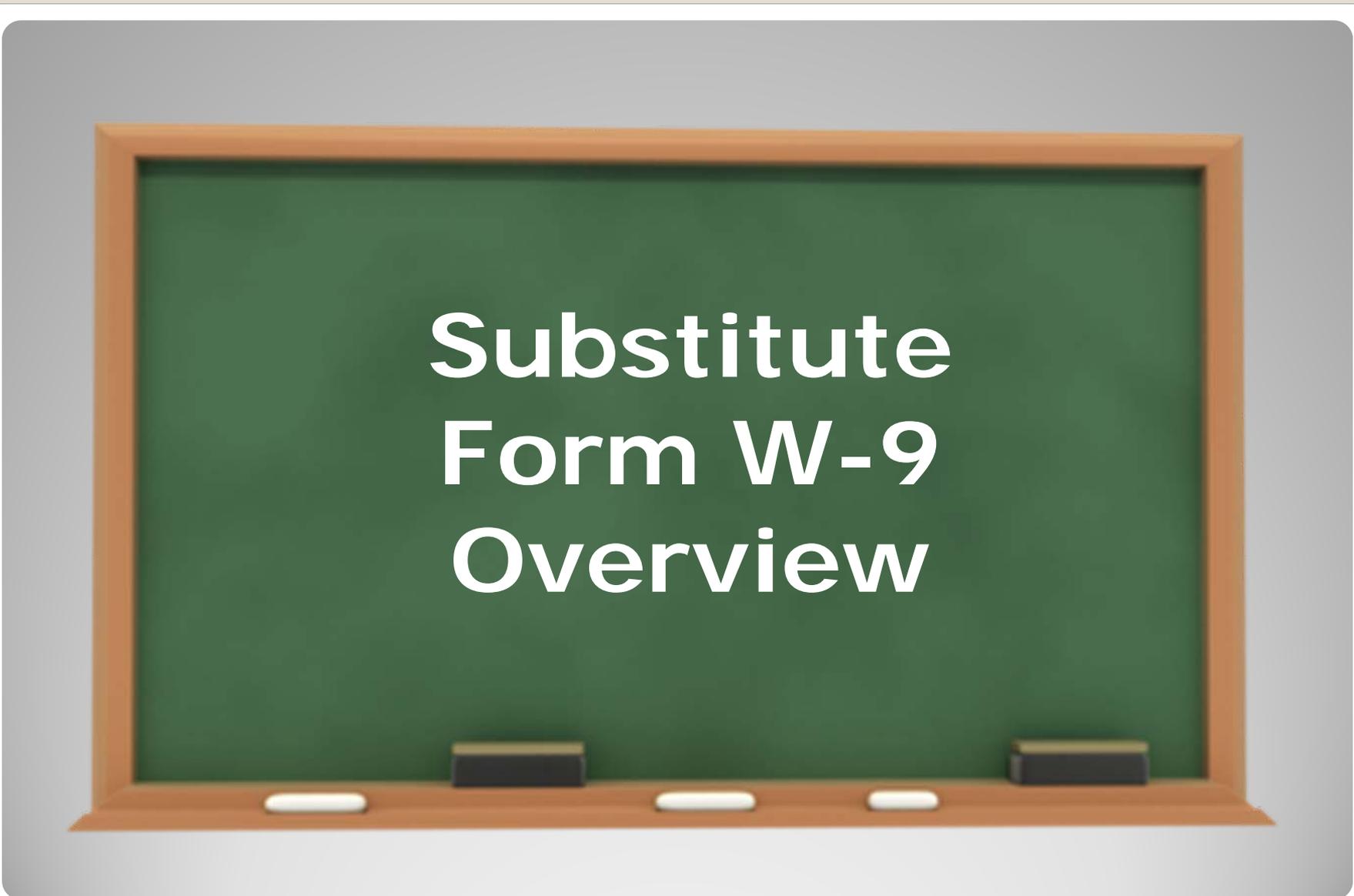


**Department of Financial Services  
Division of Accounting & Auditing**

# Topics for Discussion

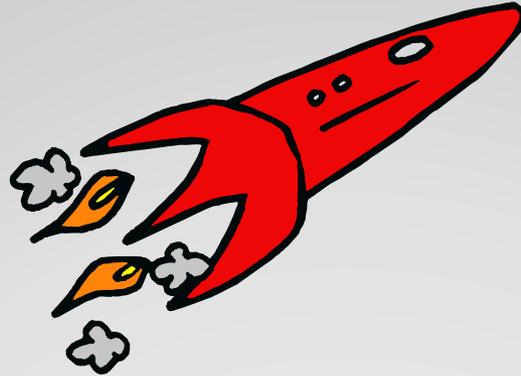
- Overview
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  - ✓ Impact
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      - Business Designations
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    - View/Print Substitute Form W-9
    - Add/Update Doing-Business-As (DBA) Names
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  - ✓ Contact Information





# Substitute Form W-9 Overview

# W-9 Website



**Launch Date: March**



# Legal Basis

## Internal Revenue Code (I.R.C.) Section 6109 – Identifying Numbers

- Requires vendors to provide their correct Taxpayer Identification Number (TIN) to Department of Financial Services (DFS) who must file information returns with the IRS to report certain payments

## Public Law 109-222, Section 511, Tax Increase Prevention and Reconciliation Act (TIPRA) of 2005

- 3 Percent Withholding Law
- Effective January 1, 2012
- Requires governments to withhold 3 percent on individual payments for goods and services of \$10,000 or more

## Public Law 111-148, "Patient Protection and Affordable Care Act"

- Healthcare Reform Bill
- Passed by Congress
- Provision which eliminates corporate exemptions from 1099 reporting

# Impact

- **State must obtain Substitute Form W-9 for all vendors (over 200,000 vendors)**
  - Automate the submission of Substitute Form W-9
- **Vendors will need to submit a valid Substitute Form W-9 to State of Florida**
  - Prior to first order or purchase
- **Business Designation section will expand to align with requirements of 3 percent withholding and draft regulations**
- **IRS TIN matching will be used for validation**

# Benefits

Compliance  
with Federal  
laws

Accurate  
Form 1099  
reporting

Criteria for  
backup  
withholding

Efficient  
means of  
submission

Timely  
submission  
and  
processing



# W-9 Website Overview

# Vendor Portal Page

 **Jeff Atwater, Chief Financial Officer**  
Florida Department of Financial Services

[Vendor Payments](#)   [Sunshine Spending](#)

### Informational Links

- [3% Withholding Website](#)
- [Direct Deposit](#)
- [Vendor Payment History](#)
- [MyFloridaMarketPlace](#)

### Informational Documents

- [Website Requirements](#) 
- [FAQ's for 3% Federal Withholding](#) 
- [FAQ's for Substitute Form W-9](#) 
- [Substitute Form W-9 Requirements](#) 
- [Business Designations Descriptions](#) 

## State of Florida Vendor Website

Welcome to the Department of Financial Services Vendor Portal!

This page provides information and links to items important to vendors doing business with the State of Florida. Vendors can use this site to register and electronically submit a Florida Substitute Form W-9. Requirements for W-9 submission can be found at the link on the left side of this page.

### News and Notes

Do you know that on January 1, 2012 certain vendor payments from government entities may be subject to 3% Withholding?

For more information click on **3% Withholding Website** under the Informational Links section. Due to this new federal requirement, the State of Florida will be requiring all vendors to submit a new Substitute Form W-9 during the 2011 calendar year.

### Website Training

Do you want more information on using this website?  
Click [here](#) for training that will provide additional information on Florida's Substitute Form W-9 and how to use all the features of this site.

**Select any of these options for additional information**

**Click here to access "Profile Registration" screen**

### Sign On

User ID:

Password:

[Help! I forgot my password!](#)

**Not Registered?**  
[Register Now](#)

### Contact

- [Forgot User ID](#)
- [Need to update Taxpayer Identification Number](#)
- [General Questions](#)

### Vendor Management Section

(850) 413-5519

[Email Vendor Management](#)

ABOUT SSL CERTIFICATES

# W-9 Registration Requirements

## Two Step Process:

**Step 1:** Complete the W-9 Profile Registration form online.  
Here are the requirements:

Taxpayer Identification Number (TIN)

IRS Name on Federal Income Tax Return

Vendor Contact Information

Password

# W-9 Profile Registration

**Jeff Atwater, Chief Financial Officer**  
Florida Department of Financial Services

Vendor Payments    Sunshine Spending    3% Withholding

## Profile Registration

Complete the information below and click the Registration button. Your registration will be processed and you will be sent an email containing your User ID and the information needed to use this website.

*\* Required*

Indicate which TIN type then type number

**Taxpayer Identification Number (TIN) \***

Federal Employer Identification Number (FEIN) [ ] - [ ]

Social Security Number (SSN)

Password Requirements

Only 1 contact per business

**IRS Name: \*** [ ]  
(enter the first 40 characters exactly as shown on your tax return)

**Contact Information**

**Name: \*** [ ]

**Title** (required for business entities) : [ ]

**Phone: \*** [ ]

**Extn:** [ ]

**Password Information**

- **Must** be eight (8) characters
- **Must** begin with a letter
- **Must** contain at least one uppercase letter (A-Z)
- **Must** contain at least one (1) number
- **May not** contain spaces
- **May not** contain any of the following characters: ^ " { }
- The first three characters **must** be different from each other
- Will be case sensitive
- We recommend that the password contain at least one special character (such as \$, @, %)

**Email Address: \*** [ ]

**Re-enter Email Address: \*** [ ]

**Password: \*** [ ]

**Re-enter Password: \*** [ ]

**Password Hint: \*** [ ]

Must be entered exactly the same way

Must be entered exactly the same way

Check Password

Cannot be same as password

Register

❖ Remember password to Sign On

# W-9 Form Requirements

**Step 2:** Once registration is processed, an email is sent to user along with a User ID and instructions on how to enter W-9 information. Here are the requirements to complete a Substitute Form W-9:

Any "Doing Business As" names (Part 1)

Primary mailing address (Part 1)

Business Designation (Part 2)

Certification Statement (Part 3)



# Vendor Portal Page

**Jeff Atwater, Chief Financial Officer**  
Florida Department of Financial Services

Payments Sunshine Spending

## State of Florida Vendor Website

Welcome to the Department of Financial Services Vendor Portal!

This page provides information and links to items important to vendors doing business with the State of Florida. Vendors can use this site to register and electronically submit a Florida Substitute Form W-9. Requirements for W-9 submission can be found at the link on the left side of this page.

### News and Notes

Do you know that on January 1, 2012 certain vendor payments from gov entities may be subject to 3% Withholding?

For more information click on **3% Withholding Website** under the Informational Links section. Due to this new federal requirement, the State of Florida will be requiring all vendors to submit a new Substitute Form W-9 during the 2011 calendar year.

### Website Training

Do you want more information on using this website?  
Click [here](#) for training that will provide additional information on Florida's Substitute Form W-9 and how to use all the features of this website.

### Sign On

User ID:

Password:

[Help!! I forgot my password!](#)

### Not Registered

[Register Now](#)

### Contact Us

- o Forgot User ID
- o Need to update Taxpayer Identification Number
- o General Questions

### Vendor Management Section

(850) 413-5519

[Email Vendor Management](#)

ABOUT SSL CERTIFICATES

**Informational Links**

- [3% Withholding Website](#)
- [Direct Deposit](#)
- [Vendor Payment History](#)
- [MyFloridaMarketPlace](#)

**Informational Documents**

- [Website Requirements](#)
- [FAQ's for 3% Federal Withholding](#)
- [FAQ's for Substitute Form W-9](#)
- [Substitute Form W-9 Requirements](#)
- [Business Designations Descriptions](#)

User will be revoked after 3 unsuccessful attempts

User ID is provided in email received upon registration

Sign On form with User ID and Password fields and Sign-On button.



User must use password created when they registered

# Vendor Options



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Florida Department of Financial Services

[Vendor Payments](#)

[Sunshine Spending](#)

## Informational Documents

[Website Requirements](#)

[FAQ's for 3% Federal Withholding](#)

[FAQ's for Substitute Form W-9](#)

[Substitute Form W-9 Requirements](#)

[Business Designations Descriptions](#)

## Contact Us

**Vendor Management Section**  
(850) 413-5619

[Email Vendor Management](#)

## State of Florida Vendor Options

### [Form W-9 Main Menu](#)

Submit or Update your Substitute Form W-9

**Note:** In order to complete your State of Florida Substitute Form W-9, you will need the following information:

- IRS Name as shown on your Federal Income Tax Return
- Business designation for your business. For more information click on the *Business Designation Descriptions* under the Informational Links section.
- Primary mailing address for your tax information
- Any "Doing Business As" names that you wish to add for your business

### [3% Federal Withholding Informational Website](#)

This website provides information on the State of Florida's implementation of the federal requirements to withhold 3 percent on certain vendor payments beginning on January 1, 2012.

### [Payment History for Vendors](#)

View your payments (warrants and EFT's from the State of Florida.)

### [Direct Deposit \(EFT\) for State Payments](#)

Link to Direct Deposit webpage and print a Direct Deposit Authorization Form.

### [MyFloridaMarketPlace \(MFMP\)](#)

MFMP is the state's online purchasing system. Vendors are required to register with MFMP in order to do business with the State of Florida. Please ensure your vendor information maintained in MFMP is current in order to continue receiving orders and payments from the State of Florida.

# W-9 Main Menu



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Florida Department of Financial Services

Vendor Payments    Sunshine Spending    3% Withholding

## W-9 MAIN MENU

Welcome to the W-9 Main Menu . Below is a listing of your menu options and the current status of your Substitute Form W-9. **Note:** If you need to correct or change your TIN you must call the Vendor Management Section at (850) 413-5519. (click [here](#) for Substitute W-9 Form requirements)

Status  
will  
display



*You have not submitted a Substitute Form W-9 to the State of Florida*

W-9 Form  
requirements



- ▶ Complete New Substitute Form W-9
- ▶ Maintain User Profile
- ▶ Logout of W-9 System

# PART 1 - Initial



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Florida Department of Financial Services

Vendor Payments

Sunshine Spending

3% Withholding



**State of Florida**  
Chief Financial Officer  
Department of Financial Services  
Bureau of Accounting  
200 East Gaines Street  
Tallahassee, FL 32399-0354  
Telephone:(850) 413-5519 Fax: (850) 413-5550

## Substitute Form W-9

In order to comply with Internal Revenue Service (IRS) regulations, we require taxpayer identification information. This information will be used to determine whether you will receive a Form 1099 for payment(s) made to you by an agency of the State of Florida, and whether payments are subject to Federal withholding. The information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

Will pre-populate

Tax Identification Number (FEIN): 99-9999999

\* Required

### PART 1

IRS Name: \* IRS SAMPLE NAME  
(first 40 characters exactly as shown on your tax return)

Doing Business As Name: [ ]

\* Primary Address Information (Address where Form 1099 should be mailed)

- United States (Includes U.S. Possession & APO/FPO/DPO)  
 Foreign Country

Attention of: [ ]

In Care of: [ ]

Address: \* [ ]

City: \* [ ]

State: \* Pick One [ ]

Zip Code: \* [ ] - [ ]

Required Fields

Optional Fields

Will pre-populate

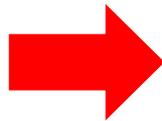
# W-9 Business Designation

- ❑ Vendor will be required to select from the list that accurately describes the business or individual
  - ❑ 13 Business Designations
    - ❑ If S Corporation or Partnership is selected:
      - Vendor will be required to answer: “Is 80% or more of this entity owned by a government entity that is required to withhold under Section 3402(t)(1), a tax exempt entity or a foreign government?”
    - ❑ Must select one of four LLC’s

# PART 2 – Business Designation

PART 2

\* Business Designation



(click [here](#) for Business Designation definitions)

C Corporation

S Corporation

Government Entity

Foreign Corporation or Entity

Not for Profit

Nonresident alien

Partnership

Limited Liability Company

Sole Proprietor

Indian Tribal Government

Non-Corporate Rental Agent

Individual

Trust or Estate

- If unsure, contact your legal or tax advisor

# PART 3 - Certification Statement

## PART 3

## Certification Statement

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer information AND

2.  I am subject to backup withholding OR  
 I am not - subject to backup withholding because:  
(a) I am exempt from backup withholding  
(b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or  
(c) the IRS has notified me that I am no longer subject to backup withholding AND

3. I am a U.S. citizen or other U.S. person (including U.S. resident alien)

**Certification Instructions:** To certify the statement above, complete your information below, as preparer, and then re-enter your password to submit your electronic signature.

Preparer's Name: \*   
(first last)

Preparer's Title:   
(required for business entities)

Required if FEIN is entered

Will pre-populate  
Number: \*  850 999-9999

Extn:  Will pre-populate  
Email: \*  Sample.email@myfloridacfo.com

NOTE: Please review the information you have provided above on your Form W-9 before submitting it. The information you provide will be sent to the Internal Revenue Service for verification. During this verification process, which takes approximately 4 days, you cannot make any changes to your Form W-9. You will receive an email when the verification process is complete.

Password: \*

Re-enter Password

Submit

Exit Without Saving

No changes allowed until TIN matching has passed

No changes were made; Returns to W-9 Main menu

# W-9 Main Menu

The screenshot shows the W-9 Main Menu interface. At the top left is the Florida Department of Financial Services logo and the name of the Chief Financial Officer, Jeff Atwater. Navigation links for Vendor Payments, Sunshine Spending, and 3% Withholding are at the top right. The main heading is 'W-9 MAIN MENU'. A welcome message follows, including a note about TIN corrections. A status message in a blue box indicates that the user's IRS Name / TIN combination is pending verification. A list of menu options is provided at the bottom. Annotations include a box on the left stating 'Status will display' with an arrow pointing to the status message, and a box on the right stating 'W-9 Form Requirements' with an arrow pointing to the note about Substitute W-9 Form requirements.

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Florida Department of Financial Services

Vendor Payments    Sunshine Spending    3% Withholding

## W-9 MAIN MENU

Welcome to the W-9 Main Menu . Below is a listing of your menu options and the current status of your Substitute Form W-9. **Note:** If you need to correct or change your TIN you must call the Vendor Management Section at (850) 413-5519. (click [here](#) for Substitute W-9 Form requirements)

**Status will display** → *Your IRS Name / TIN combination has been submitted to the IRS and is pending verification. We will email you as soon as your results are returned from the IRS.*

**W-9 Form Requirements** ←

- ▶ Update Substitute Form W-9
- ▶ View / Print Substitute Form W-9
- ▶ Add / Update Doing Business As Names
- ▶ Maintain User Profile
- ▶ Logout of W-9 System

- All menu options become available

# Update Substitute Form W-9

- Vendors may change any information except for TIN
- IRS Name or TIN change will require resubmission
- If IRS Name change, MFMP vendors must update their 1099 Name in MFMP
- Must re-enter password in Part 3
- Changes to Doing Business As (DBA) Name must be made using the Add/Update DBA Name option on the W-9 Main Menu

# View/Print Substitute Form W-9



## State of Florida

Chief Financial Officer  
Department of Financial Services  
Bureau of Accounting  
200 East Gaines Street  
Tallahassee, FL 32399-0354

Telephone: (850) 413-5519 Fax: (850) 413-5550

### Substitute Form W-9

In order to comply with Internal Revenue Service (IRS) regulations, we require Taxpayer Identification information that will be used to determine whether you will receive a Form 1099 for payment(s) made to you by an agency of the State of Florida, and whether payments are subject to Federal withholding. The information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

**Taxpayer Identification Number (FEIN):** 99-9999999  
**IRS Name:** IRS SAMPLE NAME

**Address:** 222 SAMPLE ROAD  
CORAL SPRINGS, FL  
33065-0000

**Attention Of:** IRS SAMPLE NAME

**Business Designation:** C Corporation

#### **Certification Statement:**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer information **AND**
2. I am not subject to backup withholding because:  
(a) I am exempt from backup withholding or  
(b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or  
(c) the IRS has notified me that I am no longer subject to backup withholding **AND**
3. I am a U.S. citizen or other U.S. person (including U.S. resident alien)

**Preparer's Name:** JERRY SAMPLE  
**Preparer's Title:** TREASURER  
**Phone:** 850 999-9999

**Email:** Sample\_email@myfloridacfo.com

**Date Submitted:** 02/04/2011

Active Doing Business As names submitted on the Substitute Form W-9

SAMPLE BUSINESS NAME  
SAMPLE BUSINESS  
MELS BUSINESS NAME

Date printed from the State of Florida Substitute Form W-9 Website: 02/04/2011

- Will appear in pdf format
- Prints completed Substitute Form W-9

## **Add/Update Doing Business As (DBA) Names**

- Corporations or businesses may have a Doing Business As designation:
  - File taxes under one name, but have another name they are known as in the community
- Changes to DBA will not require resubmission of TIN Matching
- Can delete/change multiple DBA names

# Add/Update Doing Business As Names

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Florida Department of Financial Services

Vendor Payments    Sunshine Spending    3% Withholding

W-9 Doing Business As Names

Will display TIN and IRS Name

99-99999999  
IRS SAMPLE NAME

Delete	Change	Name
<input type="radio"/>	<input type="radio"/>	SAMPLE BUSINESS
<input type="radio"/>	<input type="radio"/>	SAMPLE BUSINESS NAME

Add Business Names:

[Add More](#)

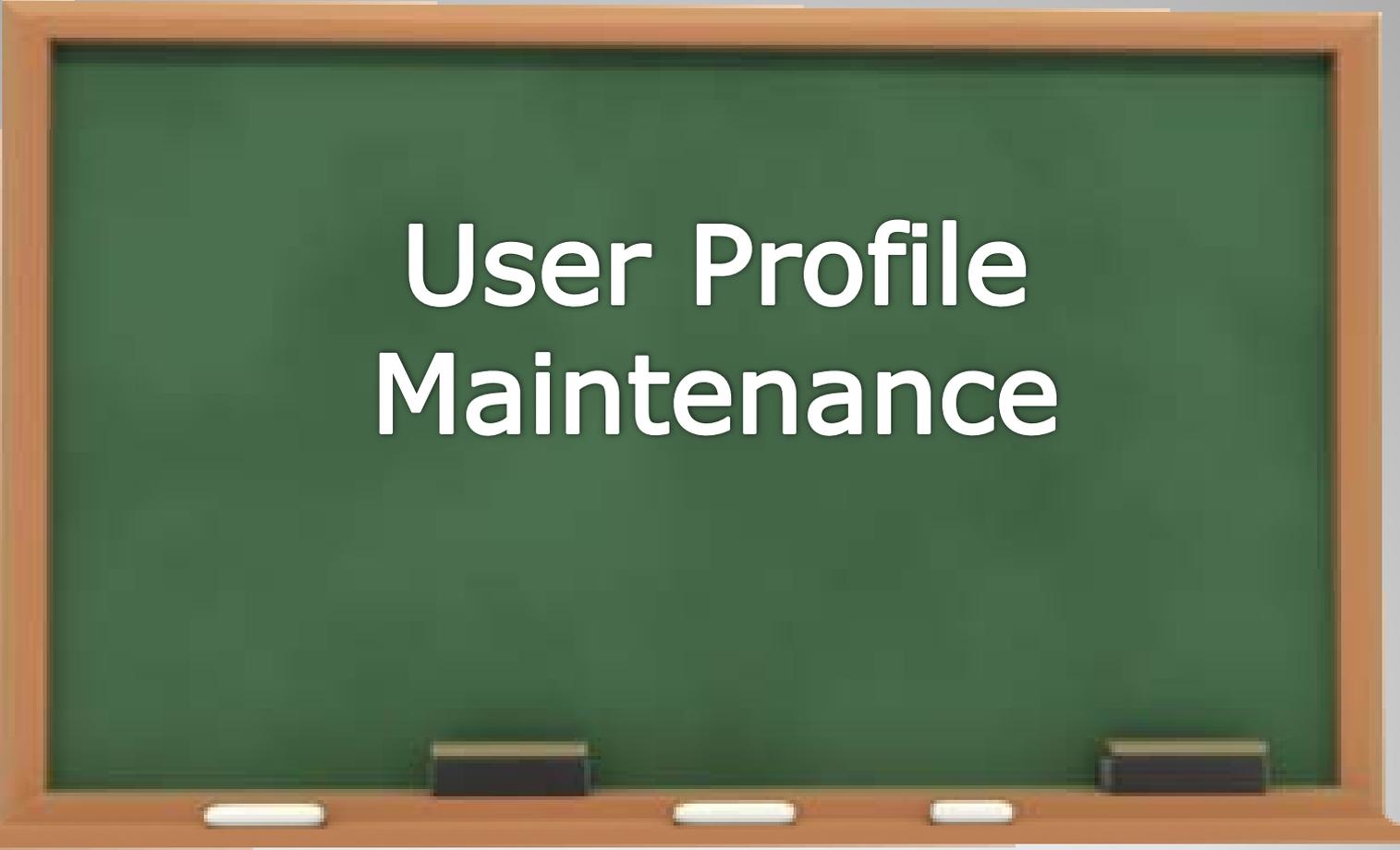
Apply Changes    Reset Page

Can delete/change multiple DBA Names

Type the Business Name; click "Add More" if needed

To save changes

To clear changes



# User Profile Maintenance

# W-9 Profile Maintenance Menu



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Florida Department of Financial Services

[Vendor Payments](#)

[Sunshine Spending](#)

[3% Withholding](#)

## Profile Maintenance Menu

- ▶ [Change Password](#)
- ▶ [Change Email Address](#)
- ▶ [Update Contact Information](#)
- ▶ [W-9 Main Menu](#)

# Password Maintenance



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Florida Department of Financial Services

Vendor Payments

Sunshine Spending

3% Withholding

Password Requirements

## Password Maintenance

- **Must** be eight (8) characters
- **Must** begin with a letter
- **Must** contain at least one uppercase letter (A-Z)
- **Must** contain at least one (1) number
- **May not** contain spaces
- **May not** contain any of the following characters: ^ ' = " { }
- The first three characters **must** be different from each other
- Will be case sensitive
- We recommend that the password contain at least one special character (such as: \$, @, %)

Users are required to input password twice

Password:

Re-enter Password:

Password Hint:

Cannot be same as password

Apply Changes

Cancel

To save changes

No changes made;  
Returns to Profile  
Maintenance Menu

# Email Address Maintenance



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Current email address will display

## Email Address Maintenance

Current Email Address: Sample.email@myfloridacfo.com

Users are required to input email address twice

New Email Address:

Re-enter New Email Address:

Apply Changes

Cancel

To save changes

No changes made;  
Returns to Profile  
Maintenance Menu

# Contact Information Maintenance



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Vendor Payments

Sunshine Spending

3% Withholding

Current Contact Information will display

## Contact Information Maintenance

### Current Contact Information

Name: SAMPLE NAME

Title: SAMPLE TITLE

Phone: 850 999-9999

Extn:

Only fill out the fields that are to be changed.

Name:

Title (required for business entities) :

Phone:

Extn:

Apply Changes

Cancel

ONLY input information you wish to change

To save changes

No changes made; Returns to Profile Maintenance Menu



# Taxpayer Authentication

# IRS TIN Matching Process

- State of Florida participates in IRS TIN Matching Program
  - Nightly load of all of the Substitute Form W-9 adds or name changes will check the TIN against the IRS Name/TIN combination contained in the IRS database
- Vendor will receive one of three responses via email
  1. IRS Name and TIN combination match IRS records and vendor account will be activated
  2. TIN submitted has not been issued to any entity therefore it is invalid
    - Contact DFS Vendor Management Section
  3. IRS Name and TIN combination does not match IRS records
    - Check IRS Name, if error is found, correct form and resubmit
- Status will also appear on W-9 Main Menu



**Additional  
Information**

# LINKS

## Vendor Portal

- <https://flvendor.myfloridacfo.com>

## 3% Withholding Requirement

- <http://www.myfloridacfo.com/aadir/IRS3PercentWithholding.htm>

## MFMP

- [http://dms.myflorida.com/business\\_operations/state\\_purchasing/myflorida\\_marketplace/mfmp\\_vendors](http://dms.myflorida.com/business_operations/state_purchasing/myflorida_marketplace/mfmp_vendors)

# Contact Information

- Vendor Management Section
  - [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com)
  - (850) 413-5519
- MFMP Vendor Help
  - [VendorHelp@MyFloridaMarketPlace.com](mailto:VendorHelp@MyFloridaMarketPlace.com)
  - 1-866-352-3776

