

To create an electronic Florida Substitute W-9, access the State of Florida Vendor Website. The web address is: <https://flvendor.myfloridacfo.com>. The main page of the website is shown below.

The screenshot shows the homepage of the State of Florida Vendor Website. At the top left, it identifies Jeff Atwater as the Chief Financial Officer of the Florida Department of Financial Services. Navigation links for 'Vendor Payments' and 'Sunshine Spending' are in the top right. The main content area is divided into three columns. The left column contains 'Informational Links' (3% Withholding Website, Direct Deposit, Vendor Payment History, MyFloridaMarketPlace) and 'Informational Documents' (Website Requirements, FAQ's for 3% Federal Withholding, FAQ's for Substitute Form W-9). The center column is titled 'State of Florida Vendor Website' and includes a welcome message, a '1' in a red box, a paragraph about vendor registration, a 'News and Notes' section with a 3% withholding update, and a 'Website Training' section. The right column contains 'Not Registered?' with a 'Click here to Register' link, 'Sign On' with a 'Click here to Sign On' link, and 'Contact Us' with options for 'Forgot User ID', 'Need to update Taxpayer Identification Number', and 'General Questions'. At the bottom right, it lists the 'Vendor Management Section' with a phone number and an 'Email Vendor Management' link.

1. Step one is to register. Click on the link to begin. Note: after a business/individual has registered, a user ID will be sent automatically to the registrar’s email address. That user ID is then used to sign on and complete the Substitute W-9.

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.

** Required*

Taxpayer Identification Number (TIN) *

Federal Employer Identification Number (FEIN) -

Social Security Number (SSN)

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

Contact Information

Name: *

Title:

Password Information

- Password will be case sensitive
- Must be eight (8) characters
- Must begin with a letter
- Must contain at least one uppercase letter (A-Z)

2. Click on the appropriate “button” indicating whether the registration is for a FEIN or SSN.
3. After clicking on the appropriate button, enter the FEIN or SSN.
4. Enter the first 40 characters of the IRS name for the company or individual associated with the FEIN or SSN. This must match with IRS records. If unsure of the exact IRS name call the IRS customer service line: 1-800-829-0115 to obtain the IRS name.

5 { **Name:** *
John Q. Public
Title (required for business entities) :
Manager
Phone: *
850-555-5555
Extn:
Email Address: *
PublicJQ@hotmail.com
Re-enter Email Address: *
PublicJQ@hotmail.com

- **Password will be case sensitive**
- **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
- We recommend that the password contain at least one special character (such as: &, @, %)

6 **Password:** * [●●●●●●●●]

7 **Re-enter Password:** * [●●●●●●●●]

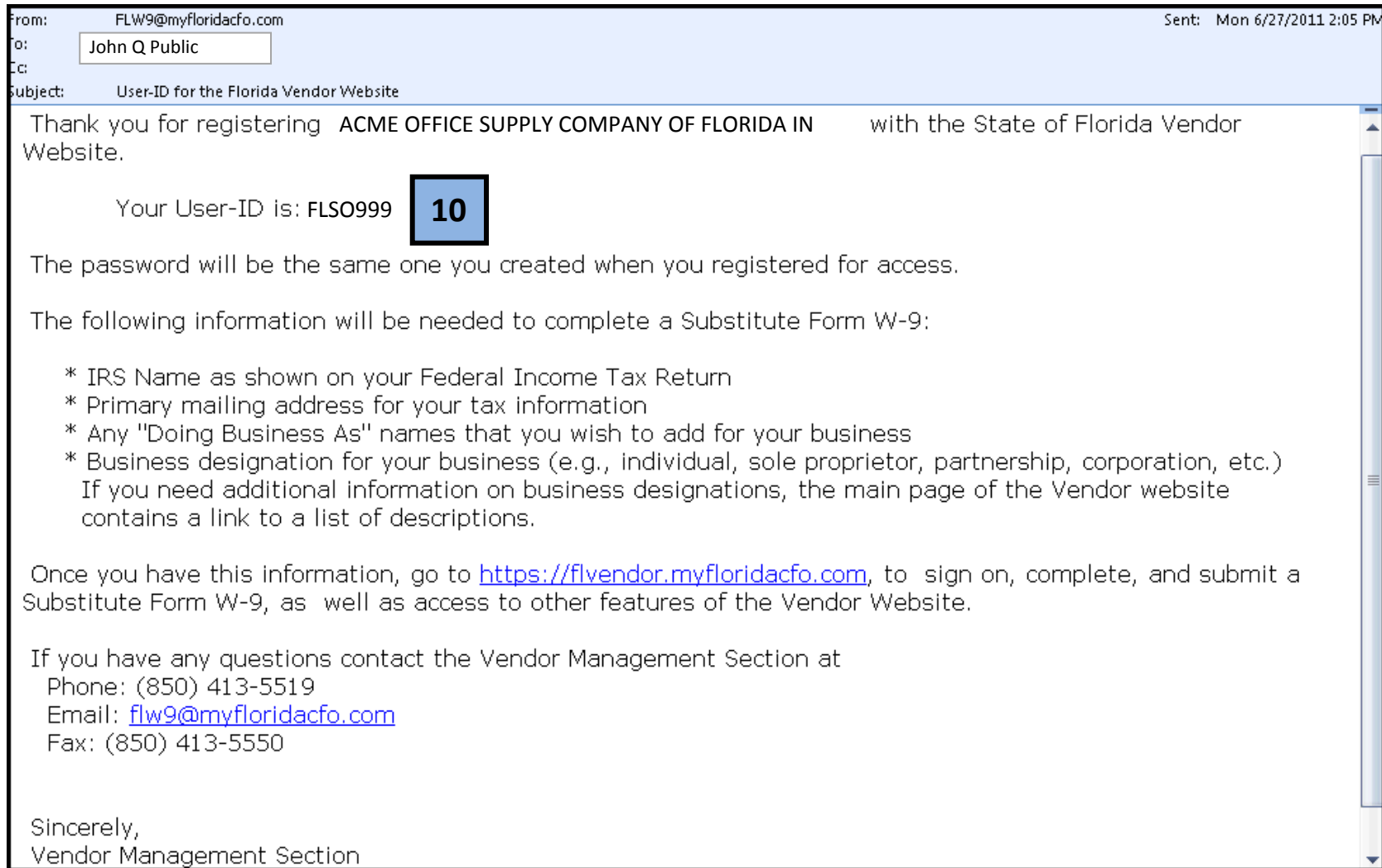
7 **Password Hint:** * [City nickname]

Note: You will be required to use your password to login to the Vendor website. Please make note of your password.

8 [Check Password]

9 [Register]

5. Fill out the required fields: Name, Title, Phone, Email Address, Re-enter Email Address.
6. Create a password and re-enter the password (note the password requirements indicated on the screen)
7. Create a password hint.
8. Click the Check Password button. (A confirmation message will display if the password meets the required standards.)
9. Click register to complete the registration process. A user name will be emailed to the email address provided.



10. Shortly after registering on the Vendor Website an email will be sent to the registrant containing the User ID to be used to complete the Substitute W-9.

Jeff Atwater, Chief Financial Officer
Florida Department of Financial Services

Vendor 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, 2013 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?

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

Not Registered?
[Click here to Register](#)

Sign On
[Click here to Sign On](#)

Contact Us

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

Vendor Management Section
(850) 413-5519
[Email Vendor Management](#)

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11. Return to the Vendor Website main menu and click: Sign On

Jeff Atwater, Chief Financial Officer
Florida Department of Financial Services

Vendor Payments Sunshine Spending

Vendor Sign On

Complete the information below and click the Sign-On button.

Note: MyFloridaMarketPlace User ID will **not** work for this website.
If you have not already done so, click [here](#) to register with us.

11 User ID:

 Password:

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

Contact Us

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

11. Enter the User ID (from step 10) and the password created in Step 6.

12. Click Sign-On

Jeff Atwater, Chief Financial Officer
Florida Department of Financial Services

Vendor Payments Sunshine Spending

State of Florida
Vendor Options

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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, 2013.

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.

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) 413-5519

13. Click the link: Form W-9 Main Menu.

 **Jeff Atwater, Chief Financial Officer**
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.

Taxpayer Identification Number (FEIN):

** Required*

PART 1

14 IRS Name: * Doing Business As Name:

(first 40 characters exactly as shown on your tax return)

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

14. Enter the IRS Name (same as step 4). Enter a “Doing Business As Name” when appropriate (not required).

IRS Name: * ACME OFFICE SUPPLY COMPANY OF FLORIDA IN
(first 40 characters exactly as shown on your tax return)

Doing Business As Name: _____

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

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

Attention of: _____ In Care of: _____

16 Address: * 1234 MAIN STREET City: * TALLAHASSEE

State: * FLORIDA Zip Code: * 32302 - _____

PART 2 * Business Designation
(click [here](#) for Business Designation definitions)

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<input checked="" type="radio"/> C Corporation	<input type="radio"/> Nonresident alien	<input type="radio"/> Indian Tribal Government
<input type="radio"/> S Corporation	<input type="radio"/> Partnership	<input type="radio"/> Non-Corporate Rental Agent
<input type="radio"/> Government Entity	<input type="radio"/> Limited Liability Company <input type="text" value="Pick One"/>	<input type="radio"/> Individual
<input type="radio"/> Foreign Corporation or Entity	<input type="radio"/> Sole Proprietor	<input type="radio"/> Trust or Estate

- 15. Indicate whether the primary address for the company or individual is in the United States or a foreign country.
- 16. Enter the street address, state, city, and zip code.
- 17. Indicate the appropriate business designation.

PART 3 Certification Statement

(click [here](#) for Backup Withholding explanation)

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 or 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)

Telephone Number: *

Extn:

Email: *

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18. Indicate whether the company or individual is subject to backup withholding. To get information regarding backup withholding, click the link provided at the top of the screen.

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 or 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.

19 Preparer's Name: * (first last) Preparer's Title: (required for business entities)

Telephone Number: * Extn: Email: *

NOTE: Please review the information you have provided above on your Form W-9 before submitting it. The information you provided 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.

20 Password: *

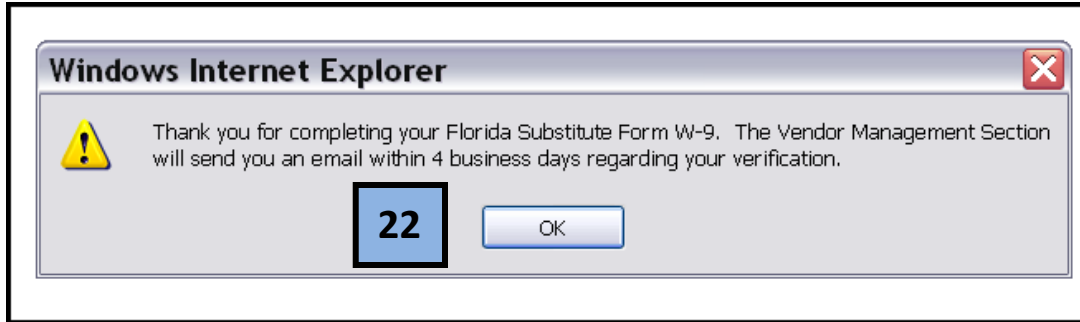
21

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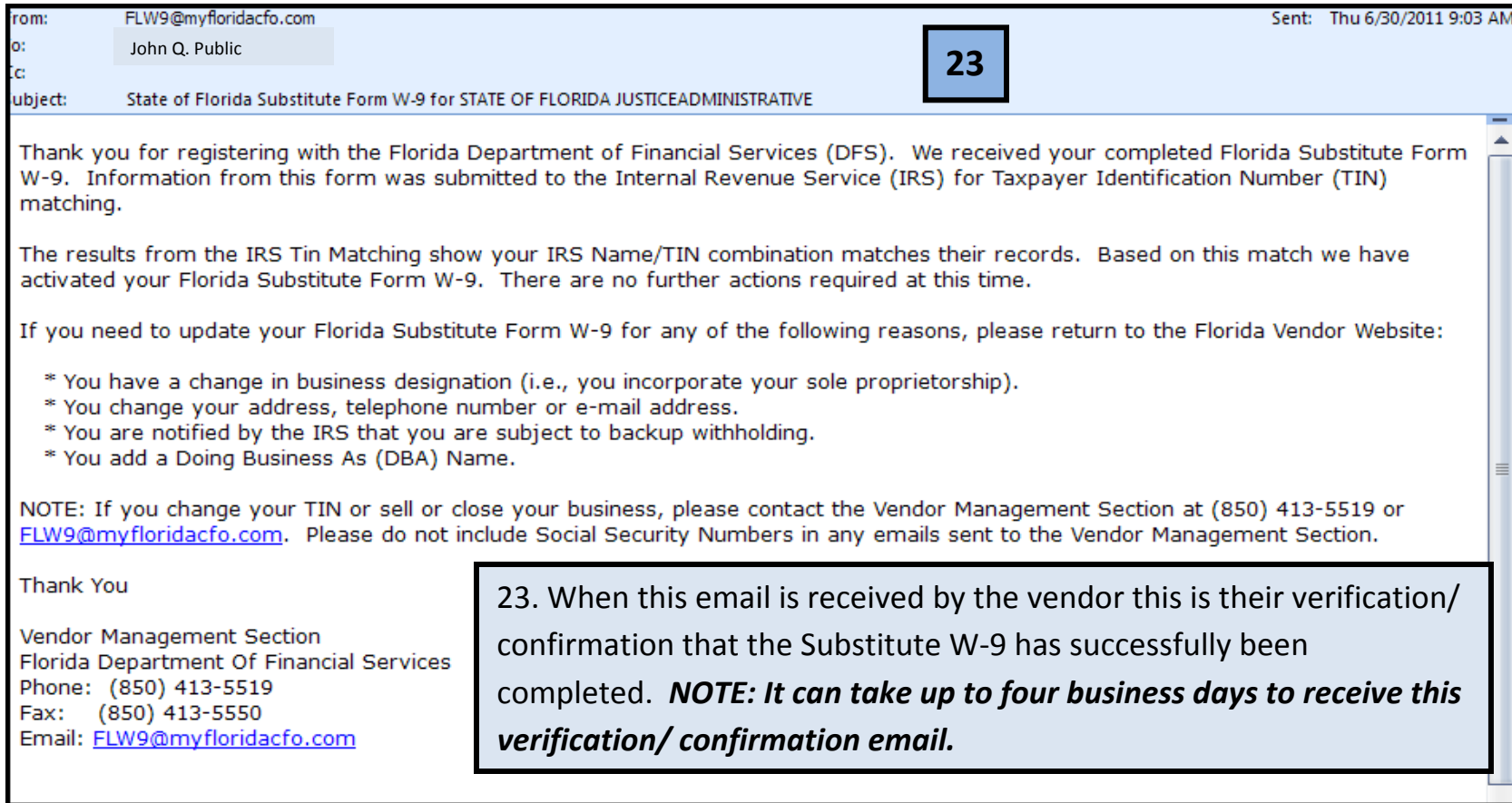
19. Enter a name, phone number and email address in the spaces provided.

20. Enter the password created in step 6.

21. Click the Submit button when ready.



22. Click OK when this message displays.



To print a copy of the Substitute W-9, return to the State of Florida Vendor Website. The web address is: <https://flvendor.myfloridacfo.com>. See below.

Jeff Atwater, Chief Financial Officer
Florida Department of Financial Services

Vendor Payments Sunshine Spending

State of Florida Vendor Website

Welcome to the Department of Financial Services Vendor Portal!

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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](#)

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Do you want more information on using this website?

Not Registered?
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Sign On
[Click here to Sign On](#)

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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](#)

24. Click the Sign On link.

Jeff Atwater, Chief Financial Officer
Florida Department of Financial Services

Vendor Payments Sunshine Spending

Vendor Sign On

Complete the information below and click the Sign-On button.

Note: MyFloridaMarketPlace User ID will **not** work for this website.
If you have not already done so, click [here](#) to register with us.

25 User ID:

26 Password:

27

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

Contact Us

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

25. Enter the user name previously assigned.

26. Enter the password previously used.

27. Click Sign-On.

Jeff Atwater, Chief Financial Officer
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) 413-5519

State of Florida Vendor Options

Form W-9 Main Menu **28**

Submit or Update your Substitute Form W-9
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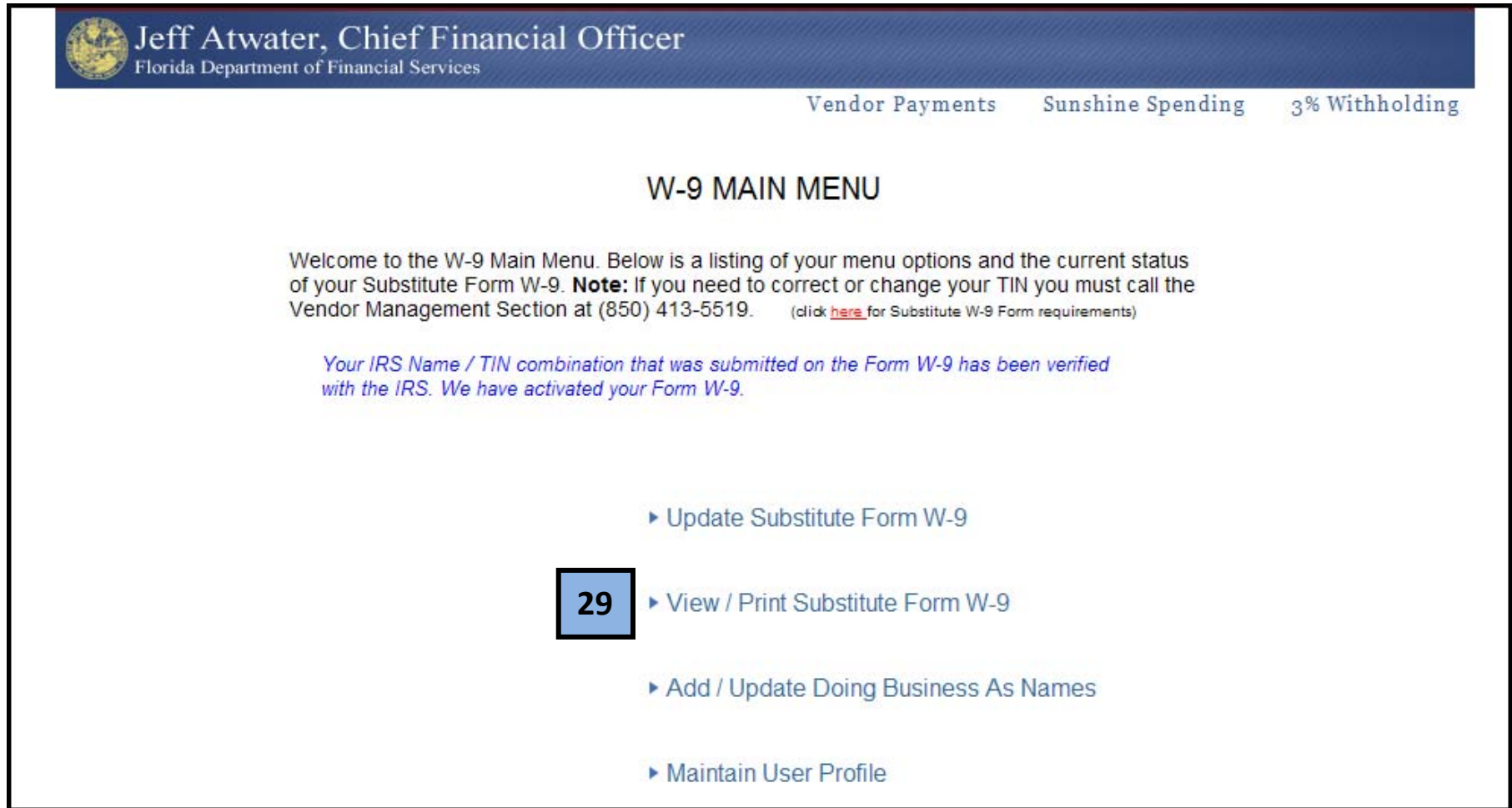
Payment History for Vendors

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.

28. Click Form W-9 Main Menu.



The screenshot shows the top navigation bar with 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 visible. The main heading is 'W-9 MAIN MENU'. A welcome message follows, including a note about correcting TIN information and a link to requirements. A blue message box states that the user's IRS Name / TIN combination has been verified. A list of menu options is provided, with the second option, 'View / Print Substitute Form W-9', highlighted by a blue box with the number 29.

Jeff Atwater, Chief Financial Officer
Florida Department of Financial Services

Vendor Payments Sunshine Spending 3% Withholding

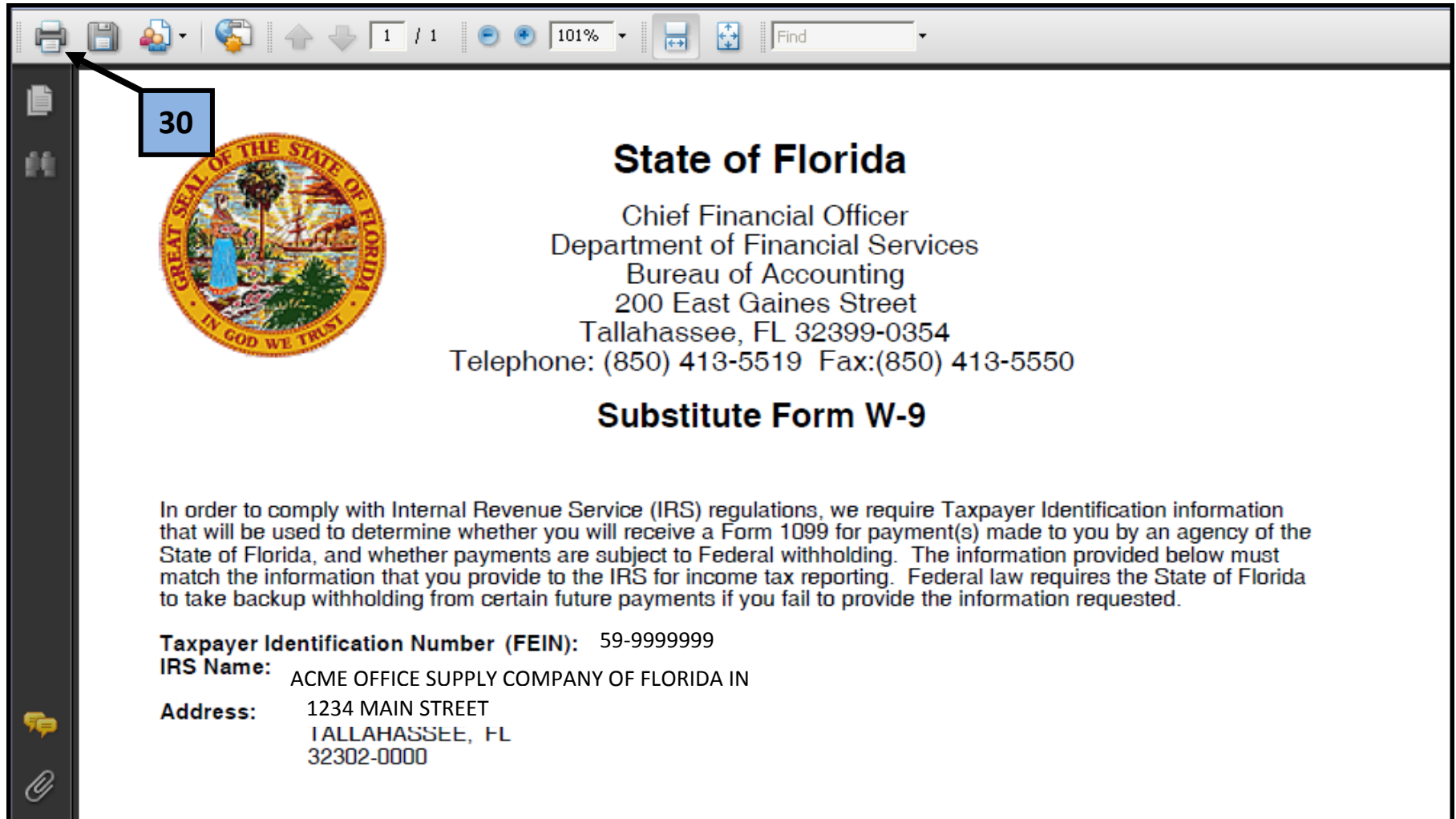
W-9 MAIN MENU

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)

Your IRS Name / TIN combination that was submitted on the Form W-9 has been verified with the IRS. We have activated your Form W-9.

- ▶ Update Substitute Form W-9
- 29** ▶ View / Print Substitute Form W-9
- ▶ Add / Update Doing Business As Names
- ▶ Maintain User Profile

29. Click View/Print Substitute Form W-9.



The screenshot shows a PDF viewer interface. At the top, there is a toolbar with various icons including a printer, a save icon, a search icon, and a zoom icon. A blue box with the number "30" is positioned over the printer icon. Below the toolbar, the document content is displayed. On the left side of the document, there is the Great Seal of the State of Florida. To the right of the seal, the text reads: "State of Florida", "Chief Financial Officer", "Department of Financial Services", "Bureau of Accounting", "200 East Gaines Street", "Tallahassee, FL 32399-0354", and "Telephone: (850) 413-5519 Fax:(850) 413-5550". Below this, the title "Substitute Form W-9" is centered. A paragraph of text explains the requirement for Taxpayer Identification information. At the bottom, the Taxpayer Identification Number (FEIN) is listed as 59-9999999, the IRS Name as ACME OFFICE SUPPLY COMPANY OF FLORIDA IN, and the Address as 1234 MAIN STREET, TALLAHASSEE, FL 32302-0000.

30. Click the printer icon to print the Substitute Form W-9.