

# IRS Form W-8 and Foreign Vendor Requirements



## IRS Form W-8 Submission

Foreign vendors do not complete the Substitute Form W-9; foreign persons or entities **must** submit one of five available forms. The vendor must determine the one most appropriate to their United States tax status for reportable transactions. If unsure of which form to use or there are questions, the vendor should contact the IRS or their tax advisor. **The Department of Financial Services cannot assist in determining which form to use.** These forms and related instructions are located at the IRS website. The vendor would search for the form name in the search box.

<http://www.irs.gov/>

\*W-8BEN    \*W-8ECI    \*W-8BEN-E    \*W-8EXP    \*W-8IMY

The IRS Form W-8 must be on file before the agency can issue a Form 1099 reportable payment.

## Foreign Vendor Requirements

Once an IRS Form W8 is received, Vendor Management Section (VMS) will mark the vendor record in VS with a **Y** in the Foreign Vendor Indicator Field and a **Y** in the W9 Indicator Field to allow payments and purchase order processing to continue.

Please have a foreign vendor contact the Vendor Management Section for copies of the IRS Form W-8.

**For completed forms, questions or if further assistance is needed, please contact:**

**Department of Financial Services  
Vendor Management Section  
(850) 413-5519**

**FLW9@MYFLORIDACFO.COM**