

# Submission of Florida Substitute Form W-9



## Florida Substitute Form W-9

Any person or entity that receives a payment from the State that is Form 1099 reportable must submit a Florida Substitute Form W-9 to the Department of Financial Services (DFS) using the online portal. Paper Florida Substitute W-9 forms are no longer accepted, unless issued by the Vendor Management Section.

This form should be completed online by the person or entity prior to them entering an agreement with the State of Florida. Additionally, updates should be made as soon as possible on the DFS vendor website to ensure compliance with the Internal Revenue Service (IRS) regulations. If the person or entity changes the name on their existing Florida Substitute Form W-9, the information will be sent to the IRS for verification and agencies will not be able to make payments or place orders while the IRS complete the verification. The online application is designed to be completed with minimal information and time commitment.

Information needed to complete the online form:

<b>TIN</b>	<b>Business Name</b> (as it appears on entity's tax return)
<b>Business designation</b>	<b>Primary mailing address</b> for tax information
<b>Company E-mail address</b>	<b>Telephone Number</b>

A person or entity can access the form at <https://flvendor.myfloridacfo.com/>

FLAIR will require a Florida Substitute Form W-9 for all vendor disbursement, encumbrance and payable transactions **except** the following:

1. Foreign vendors which are identified in the Statewide Vendor Files with a **Y** in the Foreign Vendor Indicator field,
2. Employee vendors identified by an **E** prefix in the Vendor ID Indicator,
3. Vendor paid by Purchasing Card (PCard),
4. Agency to agency journal transfers, **or**
5. The specific object code used in the transaction does not require a W-9 verification.

## Verifying Vendor Florida Substitute Form W-9

Four ways to confirm Form W-9 status:

### *Use MyFloridaMarketPlace (MFMP) Vendor Information Portal:*

1. Go to <https://vendor.myfloridamarketplace.com>
2. Enter generic Username and Password of “publicuser” (must use all lower case and no space)
3. Once logged in, search by desired criteria: name or federal employee ID number (FEIN)
4. On the Search Results Page, select the hyperlink associated with the selected vendor
5. The ‘General Vendor Information’ will display the Form W-9 status for the vendor

### *Use MFMP 3.0*

1. Access one of the following pages: Requisition Creation, PO Based Invoice, Contract Based Invoice, etc.
2. Using the search function Select a vendor using the ‘Choose Value for Vendor Location’ page
3. Ensure the Form W-9 status is displayed in the Form W-9 Status column on the right side of the page

### *Use the Information Warehouse*

1. Access the website at: <https://flair.dbf.state.fl.us/iwapps/w9status.shtml>
2. Go to the Vendor Search and input RACF ID and password
3. Select the radial button for **Search Type** (i.e. Id/Name Starts with; Ends with; Anywhere)
4. Input information that matches the selected search type and click **Run**
5. The Form W-9 information is displayed in list form and column E indicates the status (Y or N)

### *Use the Statewide Vendor File*

1. Log into FLAIR with your user ID and password
2. Enter **VS** in the Type field and press **Enter**
3. Place an **I** under Select and search by Vendor name, ID or W-9 name
4. The Form W-9 status is displayed in the upper right corner when searched by Vendor Number or lower left corner when searched by Name

For questions or further assistance, please contact:

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

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