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

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.
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.
Instructions: State of Florida—Substitute Form W-9

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.
11. Return to the Vendor Website main menu and click: Sign On
11. Enter the User ID (from step 10) and the password created in Step 6.
12. Click Sign-On
13. Click the link: Form W-9 Main Menu.
14. Enter the IRS Name (same as step 4). Enter a “Doing Business As Name” when appropriate (not required).
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

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:  Preparer's Title:

Telephone Number:  Extn:  Email:

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.
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.

23. When this email is received by the vendor this is their verification/confirmation that the Substitute W-9 has successfully been completed. **NOTE: It can take up to four business days to receive this verification/confirmation email.**
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](https://flvendor.myfloridacfo.com). See below.

24. Click the Sign On link.
25. Enter the user name previously assigned.

26. Enter the password previously used.

27. Click Sign-On.
28. Click Form W-9 Main Menu.
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](https://flvendor.myfloridacfo.com/) 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
- View / Print Substitute Form W-9
- Add / Update Doing Business As Names
- Maintain User Profile

29. Click View/Print Substitute Form W-9.
30. Click the printer icon to print the Substitute Form W-9.