

# Substitute W-9 Overview

- DFS requirement
- DFS Vendor Portal - **electronic submission of Substitute W-9**
- Taxpayer Identification Number (TIN); SSN or FEIN matched with IRS database
- Accurate TINs in FLAIR essential
- DFS must file information returns with correct TINs to the IRS for payments from the State Treasury
  - Internal Revenue Code –Section 6109

# Substitute W-9 Vendor Portal

- Registering via the DFS Vendor Portal creates an electronic Substitute W-9 <https://flvendor.myfloridacfo.com>

**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

**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? 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.

**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](#)



# Substitute W-9 Vendor Portal

- Electronic W-9 info from Vendor Portal matched with IRS data via matching program
- Vendor receives confirmation that TIN matching is successful
- Vendor prints substitute W-9 from website
- May take up to 4 days for TIN matching to be confirmed
- New vendors send copy of Substitute W-9 to your office
- Forward copy of Substitute W-9 to JAC
- New and current vendors must complete Substitute W-9

# W-9 Information in FLAIR

- FLAIR W-9 indicator will update when vendor completes Substitute W-9
- Only the Substitute W-9 will update FLAIR

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VSI1                STATEWIDE VENDOR INQUIRY BY NUMBER    05/23/2011  10:51:27

VENDOR ID: F 930386880 W9 NAME:  OREGON HUMANE SOCIETY                W9: Y

SEQ VENDOR NAME                SHORT NAME
PURCHASING ADDRESS            REMITTANCE ADDRESS                PIN
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001 OREGON HUMANE SOCIETY      OREGON HUMANE SO                0001
1067 NE COLUMBIA BLVD        1067 NE COLUMBIA BLVD
PORTLAND                    OR 97211-0000                PORTLAND                    OR 97211-0000
    
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# FLAIR Edits for Substitute W-9s

- Beginning **March 3, 2012** vendor payments may be held by DFS if no Substitute W-9 on file in FLAIR
- Primarily vendors or persons receiving 1099s from DFS
- See object code list on JAC website for payments related to 1099 reporting

# JAC Vendor Adds & Updates to FLAIR

- JAC will continue to add or update vendors in FLAIR as requested
- Prefer to have completed Substitute W-9 to add or update vendor information
  - However, JAC will add vendors without Substitute W-9
  - **After 03/3/12** risk that vendor won't get paid without Substitute W-9



# IRS W-9

- DFS will no longer accept the IRS W-9 form for validating vendor information
- Only the Substitute W-9 will be accepted by DFS
- IRS W-9 may be useful for validating correct vendor TIN, but Substitute W-9 will have to be completed also

# Helpful Links

- DFS Vendor Portal:  
<https://flvendor.myfloridacfo.com>
- Paper Substitute W-9:
- <F:\Financial Services - FLAIR Management Reporting & Training\SubstituteFormW-9-PaperCopy.pdf>
- Substitute W-9 Exceptions:
- <F:\Financial Services - FLAIR Management Reporting & Training\Exceptions to the Subst. Form W9 Requirement Oct 2012.pdf>

