



W-9 WEBSITE TRAINING

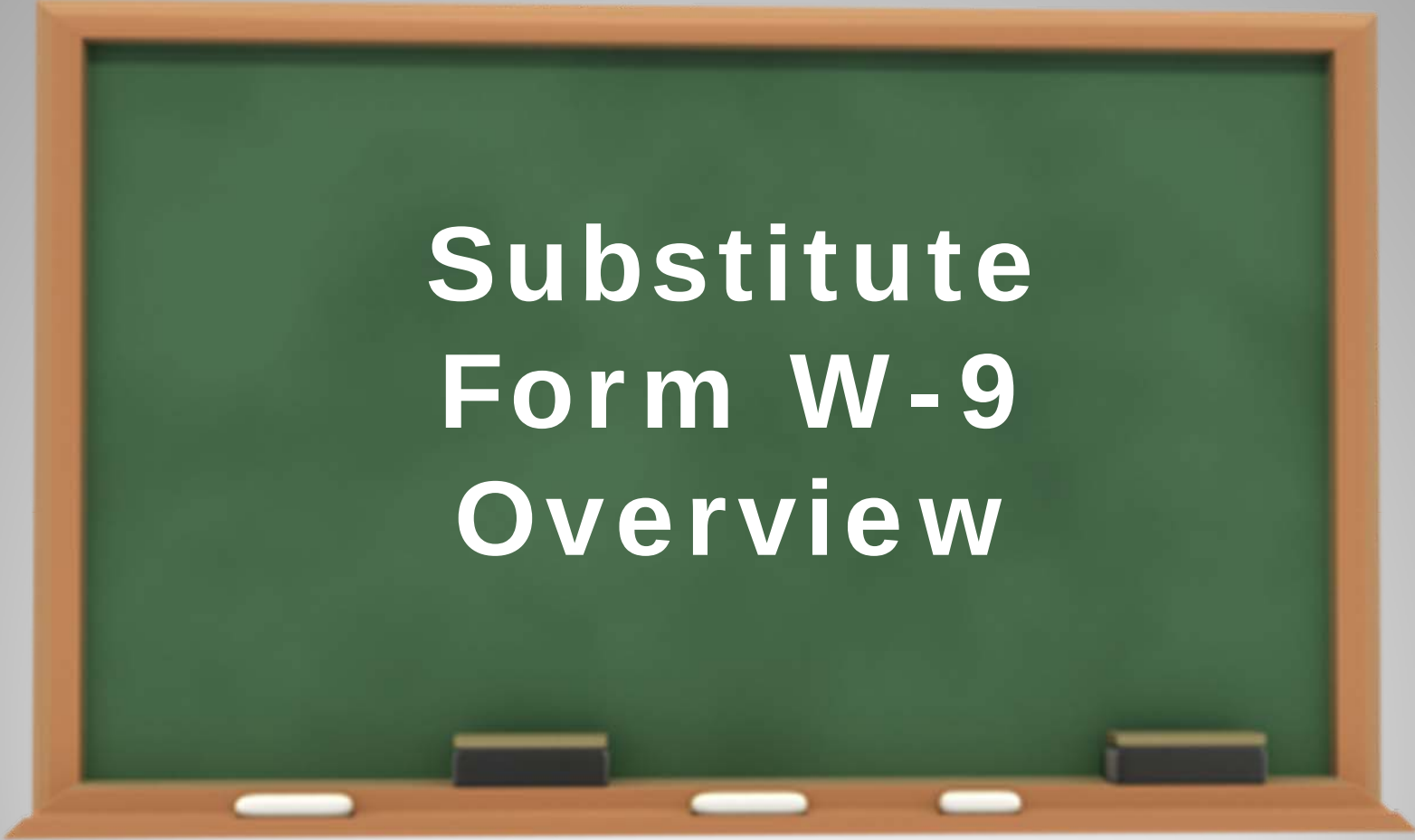


**Department of Financial Services
Division of Accounting & Auditing**

Topics for Discussion

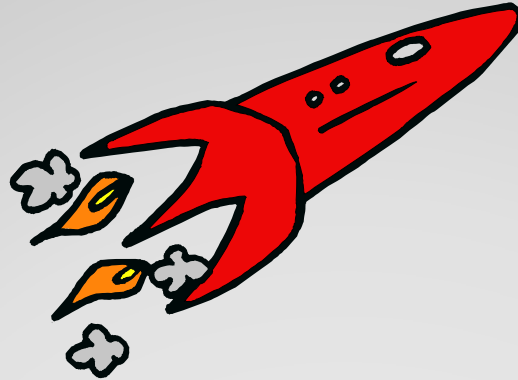
- Overview
 - ✓ Legal Basis
 - ✓ Impact
 - ✓ Benefits
- Website Overview
 - ✓ Requirements
 - ✓ W-9 Main Menu
 - Complete a Substitute Form W-9
 - Business Designations
 - Update a Substitute Form W-9
 - View/Print Substitute Form W-9
 - Add/Update Doing-Business-As (DBA) Names
 - User Profile Maintenance
- Taxpayer Authentication
- Additional Information
 - ✓ Links
 - ✓ Contact Information





Substitute Form W-9 Overview

W-9 Website



Launch Date: March



Legal Basis

Internal Revenue Code (I.R.C.) Section 6109 – Identifying Numbers

- Requires vendors to provide their correct Taxpayer Identification Number (TIN) to Department of Financial Services (DFS) who must file information returns with the IRS to report certain payments

Public Law 109-222, Section 511, Tax Increase Prevention and Reconciliation Act (TIPRA) of 2005

- 3 Percent Withholding Law
- Effective January 1, 2012
- Requires governments to withhold 3 percent on individual payments for goods and services of \$10,000 or more

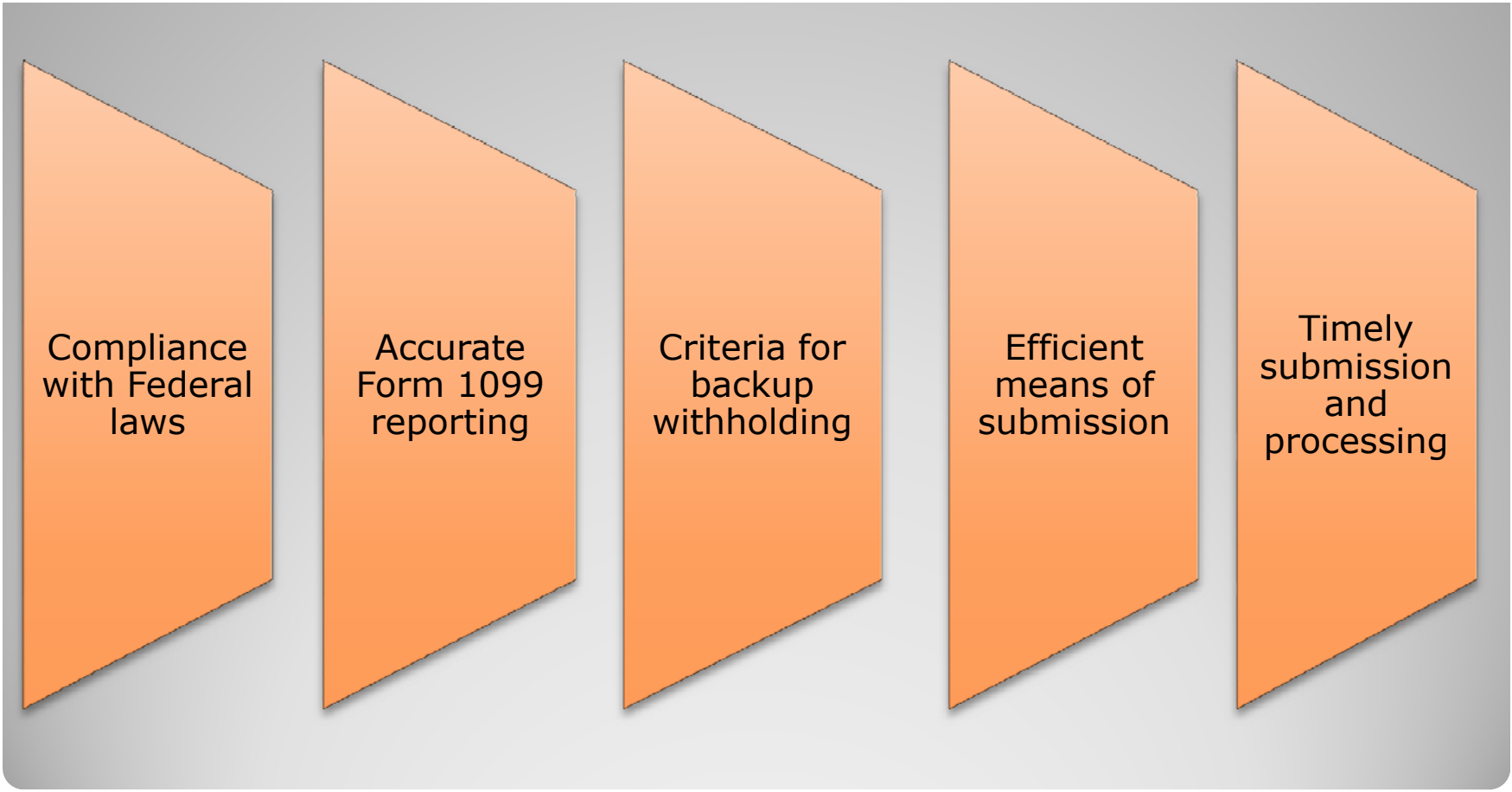
Public Law 111-148, "Patient Protection and Affordable Care Act"

- Healthcare Reform Bill
- Passed by Congress
- Provision which eliminates corporate exemptions from 1099 reporting

Impact

- **State must obtain Substitute Form W-9 for all vendors (over 200,000 vendors)**
 - Automate the submission of Substitute Form W-9
- **Vendors will need to submit a valid Substitute Form W-9 to State of Florida**
 - Prior to first order or purchase
- **Business Designation section will expand to align with requirements of 3 percent withholding and draft regulations**
- **IRS TIN matching will be used for validation**

Benefits



Compliance
with Federal
laws

Accurate
Form 1099
reporting

Criteria for
backup
withholding

Efficient
means of
submission

Timely
submission
and
processing



W-9 Website Overview

Vendor Portal Page

**Jeff Atwater, Chief Financial Officer**
Florida Department of Financial Services

Vendor PaymentsSunshine 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 Requirements](#)
- [Business Designations Descriptions](#)

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, 2012 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

Sign On

User ID:

Password:

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

Not Registered?
[Register Now](#)

Contact Us

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

Vendor Management Section

(850) 413-5519

[Email Vendor Management](#)

ABOUT SSL CERTIFICATES

Select any of these options for additional information

Click here to access "Profile Registration" screen

W-9 Registration Requirements

Two Step Process:

Step 1: Complete the W-9 Profile Registration form online.
Here are the requirements:

Taxpayer Identification Number (TIN)

IRS Name on Federal Income Tax Return

Vendor Contact Information

Password

W-9 Profile Registration

 **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 and the information needed to use this website.

** Required*

Indicate which TIN type then type number

Taxpayer Identification Number (TIN) *
☒ Federal Employer Identification Number (FEIN) -
☐ Social Security Number (SSN)

Only 1 contact per business

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

Password Requirements

Contact Information
Name: *
Title (required for business entities) :
Phone: *
Extn:
Email Address: *
Re-enter Email Address: *

Password Information

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

Password: *
Re-enter Password: *
Password Hint: *

Must be entered exactly the same way

Cannot be same as password

Must be entered exactly the same way

❖Remember password to Sign On

W-9 Form Requirements

Step 2: Once registration is processed, an email is sent to user along with a User ID and instructions on how to enter W-9 information. Here are the requirements to complete a Substitute Form W-9:

Any "Doing Business As" names (Part 1)

Primary mailing address (Part 1)

Business Designation (Part 2)

Certification Statement (Part 3)



Vendor Portal Page

The screenshot shows the State of Florida Vendor Website. The header includes the Florida Department of Financial Services logo and the name of Jeff Atwater, Chief Financial Officer. The main content area is titled 'State of Florida Vendor Website' and includes a welcome message, a 'News and Notes' section about 3% withholding, and a 'Website Training' section. The left sidebar contains 'Informational Links' and 'Informational Documents'. The right sidebar features a 'Sign On' form, a 'Not Registered' section with a 'Register Now' link, and a 'Contact Us' section. Annotations with arrows point to specific elements: a red box around the 'Sign On' form with a note about account revocation, a blue box around the 'User ID' field with a note about email registration, a red box around the 'Forgot my password' link with an arrow pointing to the 'News and Notes' section, and a blue box around the 'Register Now' link with a note about password creation.

Jeff Atwater, Chief Financial Officer
Florida Department of Financial Services

State of Florida Vendor Website

Welcome to the Department of Financial Services Vendor Portal!

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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.

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 Requirements
- Business Designations Descriptions

Sign On

User ID:

Password:

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

Not Registered

[Register Now](#)

Contact Us

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

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

ABOUT SSL CERTIFICATES

Annotations:

- User ID is provided in email received upon registration
- User will be revoked after 3 unsuccessful attempts
- User must use password created when they registered

Vendor Options



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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

[Email Vendor Management](#)

State of Florida Vendor Options

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, 2012.

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.

MyFloridaMarketPlace (MFMP)

MFMP is the state's online purchasing system. Vendors are required to register with MFMP in order to do business with the State of Florida. Please ensure your vendor information maintained in MFMP is current in order to continue receiving orders and payments from the State of Florida.

W-9 Main Menu



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)

Status
will
display



You have not submitted a Substitute Form W-9 to the State of Florida

W-9 Form
requirements



- ▶ Complete New Substitute Form W-9
- ▶ Maintain User Profile
- ▶ Logout of W-9 System

PART 1 – Initial



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Florida Department of Financial Services

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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.

Will pre-populate

Tax Identification Number (FEIN): 99-9999999

* Required

PART 1

IRS Name: * IRS SAMPLE NAME
(first 40 characters exactly as shown on your tax return)

Doing Business As Name:

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

- ☒ United States (Includes U.S. Possession & APO/FPO/DPO)
☐ Foreign Country

Attention of:

In Care of:

Address: *

City: *

State: * Pick One

Zip Code: * -

Required Fields

Optional Fields

Will pre-populate

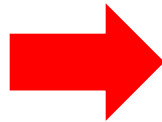
W-9 Business Designation

- ❑ Vendor will be required to select from the list that accurately describes the business or individual
 - ❑ 13 Business Designations
 - ❑ If S Corporation or Partnership is selected:
 - Vendor will be required to answer: "Is 80% or more of this entity owned by a government entity that is required to withhold under Section 3402(t)(1), a tax exempt entity or a foreign government?"
 - ❑ Must select one of four LLC's

PART 2 – Business Designation

PART 2

* Business Designation



(click [here](#) for Business Designation definitions)

☐ C Corporation

☐ S Corporation

☐ Government Entity

☐ Foreign Corporation or Entity

☐ Not for Profit

☐ Nonresident alien

☐ Partnership

☐ Limited Liability Company

☐ Sole Proprietor

☐ Indian Tribal Government

☐ Non-Corporate Rental Agent

☐ Individual

☐ Trust or Estate

Pick One

- If unsure, contact your legal or tax advisor

PART 3 – Certification Statement

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 of 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)

Will pre-populate

Number: *

Extn:

Will pre-populate

Email: *

Required if FEIN is entered

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

Password: *

Re-enter Password

Submit

Exit Without Saving

No changes allowed until TIN matching has passed

No changes were made; Returns to W-9 Main menu

W-9 Main Menu

The screenshot shows the W-9 Main Menu interface. At the top, a blue header bar contains the Florida Department of Financial Services logo and the name 'Jeff Atwater, Chief Financial Officer'. To the right of the header are links for 'Vendor Payments', 'Sunshine Spending', and '3% Withholding'. The main content area is titled 'W-9 MAIN MENU'. Below the title, a welcome message states: '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)'. A blue box on the left with the text 'Status will display' has an arrow pointing to a status message box that reads: 'Your IRS Name / TIN combination has been submitted to the IRS and is pending verification. We will email you as soon as your results are returned from the IRS.' A blue box on the right with the text 'W-9 Form Requirements' has an arrow pointing to the same status message box. Below the status message, a list of menu options is displayed: 'Update Substitute Form W-9', 'View / Print Substitute Form W-9', 'Add / Update Doing Business As Names', 'Maintain User Profile', and 'Logout of W-9 System'.

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)

Status will display → *Your IRS Name / TIN combination has been submitted to the IRS and is pending verification. We will email you as soon as your results are returned from the IRS.* ← **W-9 Form Requirements**

- ▶ Update Substitute Form W-9
- ▶ View / Print Substitute Form W-9
- ▶ Add / Update Doing Business As Names
- ▶ Maintain User Profile
- ▶ Logout of W-9 System

- All menu options become available

Update Substitute Form W-9

- Vendors may change any information except for TIN
- IRS Name or TIN change will require resubmission
- If IRS Name change, MFMP vendors must update their 1099 Name in MFMP
- Must re-enter password in Part 3
- Changes to Doing Business As (DBA) Name must be made using the Add/Update DBA Name option on the W-9 Main Menu

View/Print Substitute Form W-9



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 that 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): 99-9999999

IRS Name: IRS SAMPLE NAME

Address: 222 SAMPLE ROAD
CORAL SPRINGS, FL
33065-0000

Attention Of: IRS SAMPLE NAME

Business Designation: C Corporation

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 not subject to backup withholding because:
 - (a) I am exempt from backup withholding or
 - (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of 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)

Preparer's Name: JERRY SAMPLE

Preparer's Title: TREASURER

Phone: 850 999-9999

Email: Sample_email@myfloridacfo.com

Date Submitted: 02/04/2011

Active Doing Business As names submitted on the Substitute Form W-9

SAMPLE BUSINESS NAME
SAMPLE BUSINESS
MELS BUSINESS NAME

Date printed from the State of Florida Substitute Form W-9 Website: 02/04/2011

- Will appear in pdf format
- Prints completed Substitute Form W-9

Add/Update Doing Business As (DBA) Names

- Corporations or businesses may have a Doing Business As designation:
 - File taxes under one name, but have another name they are known as in the community
- Changes to DBA will not require resubmission of TIN Matching
- Can delete/change multiple DBA names

Add/Update Doing Business As Names



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Florida Department of Financial Services

Vendor Payments

Sunshine Spending

3% Withholding

W-9 Doing Business As Names

Will display
TIN and IRS
Name

99-99999999
IRS SAMPLE NAME

Delete

☐
☐

Change

☐
☐

Name

SAMPLE BUSINESS

SAMPLE BUSINESS NAME

Add Business Names:

[Add More](#)

Can
delete / change
multiple DBA
Names

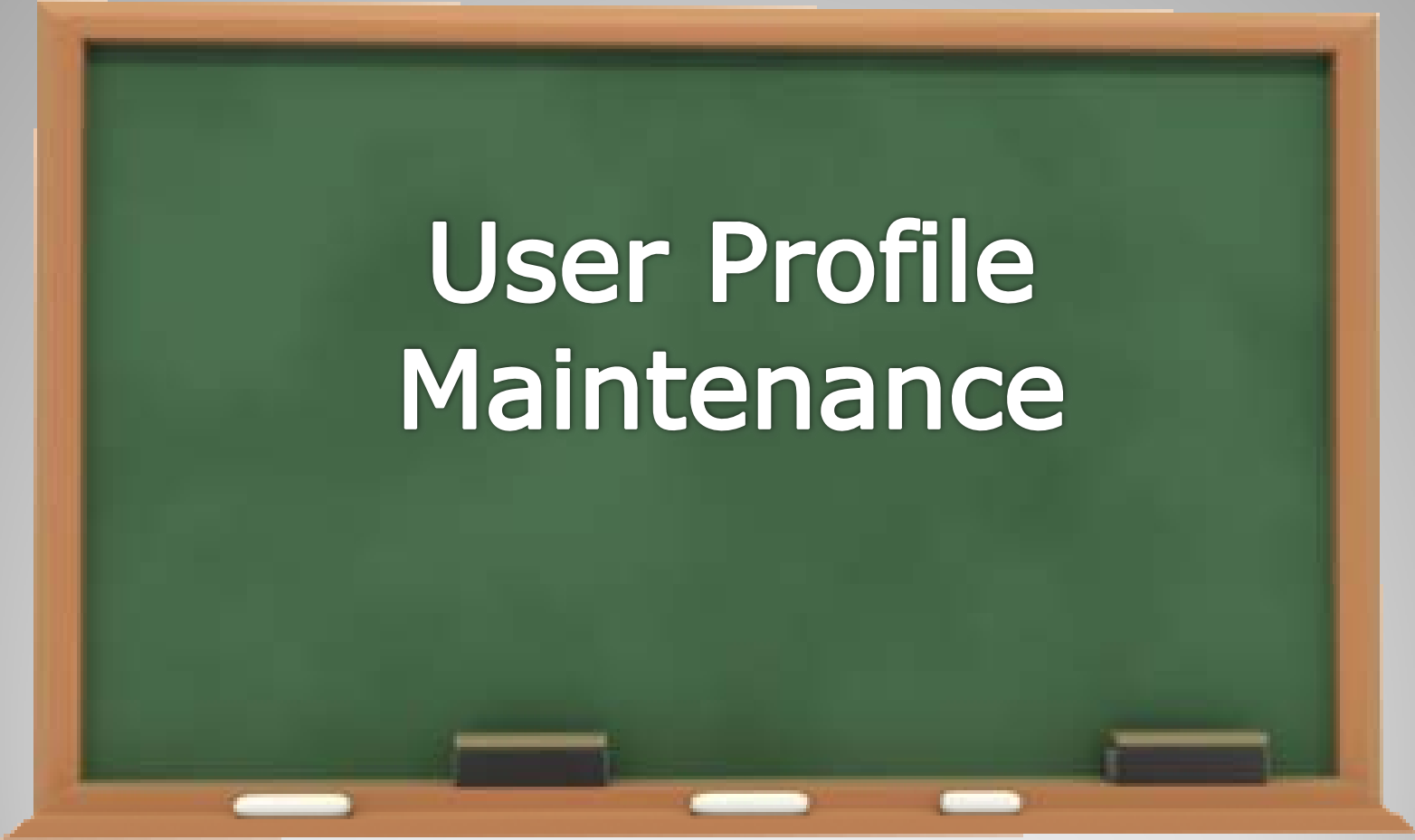
Type the
Business Name;
click "Add More"
if needed

Apply Changes

Reset Page

To save
changes

To clear
changes



User Profile Maintenance

W-9 Profile Maintenance Menu



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Florida Department of Financial Services

[Vendor Payments](#)

[Sunshine Spending](#)

[3% Withholding](#)

Profile Maintenance Menu

- ▶ [Change Password](#)
- ▶ [Change Email Address](#)
- ▶ [Update Contact Information](#)
- ▶ [W-9 Main Menu](#)

Password Maintenance



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Vendor Payments

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3% Withholding

Password Requirements

Password Maintenance

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

Users are required to input password twice

Password:

Re-enter Password:

Password Hint:

Cannot be same as password

Apply Changes

Cancel

To save changes

No changes made;
Returns to Profile
Maintenance Menu

Email Address Maintenance



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Vendor Payments

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3% Withholding

Current email
address will
display



Email Address Maintenance

Current Email Address: Sample.email@myfloridacfo.com

Users are
required to input
email address
twice



New Email Address:

Re-enter New Email Address:

Apply Changes

Cancel

To save changes



No changes made;
Returns to Profile
Maintenance Menu



Contact Information Maintenance

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Florida Department of Financial Services

Vendor PaymentsSunshine Spending3% Withholding

Current Contact Information will display

Contact Information Maintenance
Current Contact Information
Name: SAMPLE NAME
Title: SAMPLE TITLE
Phone: 850 999-9999Extn:

Only fill out the fields that are to be changed.

ONLY input information you wish to change

Name:

Title (required for business entities) :

Phone:

Extn:

To save changes

No changes made;
Returns to Profile
Maintenance Menu



Taxpayer Authentication

IRS TIN Matching Process

- State of Florida participates in IRS TIN Matching Program
 - Nightly load of all of the Substitute Form W-9 adds or name changes will check the TIN against the IRS Name/TIN combination contained in the IRS database
- Vendor will receive one of three responses via email
 1. IRS Name and TIN combination match IRS records and vendor account will be activated
 2. TIN submitted has not been issued to any entity therefore it is invalid
 - Contact DFS Vendor Management Section
 3. IRS Name and TIN combination does not match IRS records
 - Check IRS Name, if error is found, correct form and resubmit
- Status will also appear on W-9 Main Menu

Additional Information

LINKS

Vendor Portal

- <https://flvendor.myfloridacfo.com>

3% Withholding Requirement

- <http://www.myfloridacfo.com/aadir/IRS3PercentWithholding.htm>

MFMP

- http://dms.myflorida.com/business_operations/state_purchasing/myflorida_marketplace/mfmp_vendors

Contact Information

- Vendor Management Section
 - FLW9@myfloridacfo.com
 - (850) 413-5519
- MFMP Vendor Help
 - VendorHelp@MyFloridaMarketPlace.com
 - 1-866-352-3776

