

Florida Substitute Form W-9 Frequently Asked Questions (FAQs)

General Questions

1. Why do I need to complete the Substitute Form W-9?

A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS) and determine if a vendor should receive a Form 1099. Failure to provide a Substitute Form W-9 will result in certain payments being subject to Backup Withholding.

2. I have submitted a hard copy of the Substitute Form W-9. Do I need to complete the electronic Substitute Form W-9?

Yes, all vendors and other entities subject to 1099 reporting are required to complete the updated Substitute Form W-9. The electronic Substitute Form W-9 contains additional information that will be used by DFS for 1099 reporting.

3. I have registered with MyFloridaMarketPlace (MFMP). Do I still need to complete the Substitute Form W-9?

Yes. This is a separate form that must be completed by everyone that is doing business with the State of Florida. When you update your account in MFMP, you will need to return to this website and update your Substitute Form W-9.

4. Do foreign vendors need to complete the electronic Substitute Form W-9?

If you are a foreign vendor without a TIN issued by the U.S. government, you will need to call the Vendor Management Section at (850) 413-5519.

5. Will I receive payments if I do not complete the Substitute Form W-9?

Each vendor that does business with the State of Florida is required to complete the Substitute Form W-9. Effective March 5, 2012, in order to receive purchase orders or payments from the State of Florida the vendor must have a completed Substitute Form W-9 on file with DFS that has been verified with the Internal Revenue Service.

Website Questions

6. Is this a secure website?

Yes, all of the information that is provided on this website is safely protected by an Internet security protocol known as Secure Sockets Layer (SSL).

7. Which internet browser works best with this website?

This website has been designed to properly display pages in Internet Explorer 8 or Firefox.

Log-On Questions

8. What information do I need to complete the Substitute Form W-9?

You will need the following information:

- Taxpayer Identification Number
- Business Name (as it appears on your tax return)
- Primary mailing address for your tax information
- Business designation
- E-mail Address
- Telephone Number

9. How can I get my User ID?

When you complete and submit your profile registration on the Vendor Website, the Vendor Management Section will send you an email containing your User ID.

10. I completed the profile registration, but did not receive an email containing my User ID. What should I do?

Some e-mail services will place e-mails directly into a spam folder. You should check your spam mail to see if the email is in your spam mail folder. If not, call the Vendor Management Section at (850) 413-5519 or e-mail to FLW9@myfloridacfo.com.

11. I cannot remember my User ID. What should I do?

If you have forgotten your User ID call DFS, Vendor Management Section at (850) 413-5519.

12. I have forgotten my password. How do I Sign-On?

If you forget your password, go to the Sign-On page, enter your User ID and click on the "[Help! I forgot my password!](#)" link. This will allow your Password Recovery Hint to be displayed. Enter your password and click the Sign-On button. If you still cannot remember your password using the Password Recovery Hint, call the Vendor Management Section at (850) 413-5519.

13. My Password has been revoked. How do I reset it?

Once your password has been revoked you will need to call the Vendor Management Section at (850) 413-5519 to have it reset.

14. Why did my password get revoked?

If you have tried to Sign-On but have had three unsuccessful attempts, your password will be revoked on your fourth failed attempt. You will need to call DFS, Vendor Management Section at (850) 413-5519 to have your password reset.

15. When will my password expire?

Your password does not expire. However, if your password gets revoked, when your password is reset you will be required to create a new password.

16. Who should be listed as the contact person on the Profile Registration?

This person should be the Controller or other person who is responsible for the business' accounting and tax areas.

Form W-9 Verification Questions

17. What is a TIN?

A Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. A TIN may be a Social Security Number (SSN), which is issued by the Social Security Administration (SSA) or a Federal Employer Identification Number (FEIN), which is issued by the IRS.

18. What is IRS TIN Matching?

An IRS program referred to as TIN Matching allows preparers of 1099s to ensure that they have the correct taxpayer information on file. Your TIN and Name will be verified against the IRS' records before your Form W-9 is activated with the State of Florida.

19. What is the IRS Name?

Your IRS Name is the name on the tax return of the entity or individual doing business with the State of Florida, and should be the official name on record with the IRS.

20. What is the Verification Process?

This process occurs when your information is going through TIN Matching with the IRS. It will take approximately four business days and you will not be able to update your W-9 during this time.

21. How will I know if my Form W-9 has been activated?

Once your Substitute Form W-9 has gone through the Verification Process you will receive an email from the Vendor Management Section informing you of your W-9 status.

22. It has been four business days since I submitted my Substitute Form W-9. I have not received an email from the Vendor Management Section informing me of my W-9 status. What should I do?

Some e-mail services will place e-mails directly into a spam folder. You should check your spam mail to see if the email is in your spam mail folder. If you still have not received an e-mail after six business days, call the Vendor Management Section at (850) 413-5519 or e-mail to FLW9@myfloridacfo.com for assistance.

23. What will I need to do if my Form W-9 is not activated?

The email you receive after the TIN Matching verification process will give the reason your Form W-9 was not activated. You will need to return to the Substitute Form W-9 website to correct your information.

Form W-9 Questions

24. Will I be allowed to update my Substitute Form-W9?

Once your account has been activated you may return to the Vendor Website and update your Substitute Form W-9. You will be allowed to update all of your information with the exception of your TIN. In order to change your TIN you will need to contact the Vendor Management Section at (850) 413-5519.

25. How often do I need to update my W-9, if any?

You will only need to update your W-9 if any information submitted on the form has changed.

26. What is a Doing Business As (DBA) name?

A doing business as name is the “trade” name a business uses for conducting business that is different from its IRS name. A business is not required to have a DBA name.

27. What is a business designation?

It describes the organizational structure of your business. For example your business may be classified as a sole proprietorship, corporation, tax exempt entity, etc. If you are uncertain of your business designation, you may need to contact your legal or tax advisor.

28. Can I have more than one business designation?

No, each company is only allowed one business designation per TIN.

29. What is the purpose of the certification on the Substitute Form W-9?

By providing your password, you are certifying the information you have given is correct, that you are or are not subject to backup withholding and that you are a U. S. citizen or other U. S. person.

30. What is backup withholding?

It is when a percentage of your reportable payments are required to be withheld and paid to the IRS because you fail to provide the State of Florida with the correct TIN.

31. How do I know if I am subject to backup withholding?

The payments you receive will be subject to backup withholding if:

- You do not furnish your TIN to the State of Florida.
- You do not certify your TIN when required.
- The IRS tells the State of Florida that you furnished an incorrect TIN.
- The IRS has informed you that you are subject to backup withholding.

32. Who should be listed as the Preparer in the Certification section of the W-9?

The preparer is the person who is actually completing the W-9 on the website.

33. When Submitting the W-9, if I change the e-mail address on the Certification Statement section, does this change the e-mail address on the Profile?

No. The email address provided during registration is in the Profile. This is the email address where the User ID was received. All changes to the Profile will be sent to the email address in the Profile Registration. The email address in the Certification Statement section may be different if the preparer is not the same person as the contact person. All W-9 status updates, such as notifications regarding IRS TIN matching will be sent to the preparer's e-mail address.

34. Should I send my Substitute Form W-9 to DFS via e-mail?

No. For security reasons, please do not send W-9 forms to us via e-mail.

Other Questions

35. Will the password I create for DFS' Vendor Website work on the MFMP or any other DFS website?

No. The password you create can only be used on the Vendor Website.

36. Why did the State of Florida change from using a hard copy of the Substitute Form W-9 to using an electronic version of the Substitute Form W-9?

The electronic Substitute Form W-9 is a very resourceful and efficient method of processing the W-9 form. The State needs to obtain updated W-9 forms on over 250,000 vendors. The most efficient and accurate method of processing this large volume of forms is through electronic means. The website reduces the time it takes to complete the form because some of the required information will be pre-populated into certain fields. The information that is entered into this system will automatically update other State systems.

37. Will the electronic Substitute Form W-9 eliminate the use of the paper Substitute Form W-9?

It is our goal to eliminate the use of the paper form of the Substitute Form W- 9. However, the paper Substitute Form W-9 will be available for those individuals and entities that do not have access to the internet.

38. Is there any training available for the users of this site?

We have provided a Webinar training which will demonstrate how to use the electronic W-9 website. You may access this Webinar from the Vendor Website at <https://flvendor.myfloridacfo.com/>. The training link is located in the center column of the webpage near the bottom of the page.

39. Should I send the Substitute Form W-9 to other businesses or governmental entities?

No. This form was designed for vendors that are doing business with the State of Florida. This form may not meet the needs of other businesses or governmental entities.

40. Who do I contact if I have any questions regarding with this website?

If you have any questions, please contact the Vendor Management Section at (850) 413-5519 or via e-mail at FLW9@myfloridacfo.com. Please do not include your SSN on any e-mail correspondence or voicemail messages.