

HOW TO REGISTER TO DO BUSINESS WITH THE STATE OF FLORIDA

1. Complete the vendor registration at **My Florida Marketplace**
(Note: If you are currently a vendor of the State of Florida, you may skip this process once you have confirmed your status.)
2. Complete the W-9 upload process with the Department of Financial Services

To register as a vendor:

IMPORTANT.....

Before we can process payment through the State of Florida each recipient/business must be registered in "My Florida Market Place" as a vendor. I have included the website link here for this along with instructions on completing.

You should register (information below) now so there are no delays later. Call or email me if you have any questions with the registration and please notify me when your registration is complete. You will receive a confirmation email upon completion. It takes 24-48 hours for all the information to be uploaded on our end and I like to track it to make sure there are no problems.

<https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e1s1>

1. Click on link above and you will see this screen



2. Complete the New Vendor Registration portion on the right using either your company Federal Employer Identification Number (FEIN) or Social Security Number as the Tax ID

3. Next, register with the Florida Department of Financial Services <https://flvendor.myfloridacfo.com/> (Below)



JEFF ATWATER, CHIEF FINANCIAL OFFICER
FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Vendor Payments Sunshine Spending

Profile Registration

Complete the information below, then click "Register".
Your registration will be processed and you will be sent an email from FLWS@myfloridacfo.com containing your User ID.

* Required

Taxpayer Identification Number (TIN) *

Federal Employer Identification Number (FEIN)
 Social Security Number (SSN)

IRS Name: *
(Do not use punctuation.)

Contact Information

Name: *

Title (This is required for business entities):

Phone: *

Extn:

Email Address: (Your User ID will be sent to this email): *

Re-enter Email Address: *

Password Information

• Password will be case sensitive
• Must be exactly eight (8) characters
• Must begin with a letter
• Must contain at least one uppercase letter (A-Z)
• Must contain at least one lowercase letter (a-z)
• Must contain at least one (1) number
• May not contain spaces
• May not contain any of the following characters: \$ * ^ = { }
• The two characters must be different from each other
• We recommend that the password contain at least one special character (such as: & @ %)

Password: *

Re-enter Password: *

Password Hint:

NOTE: You will be required to use your password to login to the Vendor website. Please make note of your password.

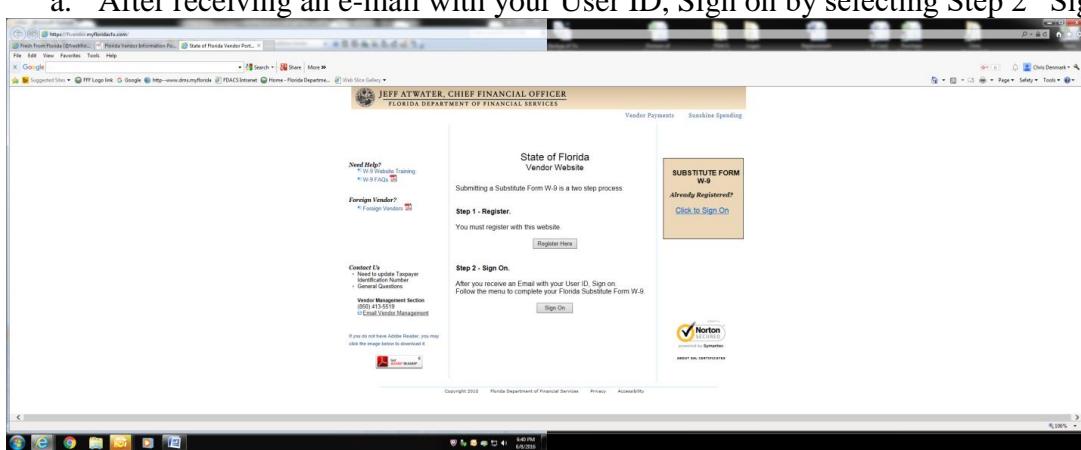
- a. Select Taxpayer Identification Number type
- b. Enter your IRS business name or personal name ***exactly*** as it appears with the IRS
- c. Enter Contact info and set the password. You will be required to login to the vendor website again to complete the process
- d. Select Register
- e. You should get a message confirming your registration



- f. A user ID will be sent to the e-mail provided within a few hours

 - a. If you do not receive a response within hours, please check your spam folder in e-mail

4. **Submitting your Substitute Form W-9.** This must be on file with our Department of Financial Services or payments CANNOT be made.



b. Enter User ID (provided by Dept. of Financial Services – NOT the same as the My Florida Marketplace User ID) and Password and Click “Sign On”

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Vendor Sign On

You cannot use your MyFloridaMarketplace User ID on this website.

User ID:

Password: (Case Sensitive)

Contact Us

- o Forgot User ID [Click Here](#) to Reset your Password.
- o Need to update Taxpayer Identification Number [Click Here](#) for your Password Hint.
- o General Questions [Click Here](#) if you are not yet Registered.

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

c. Select Florida Substitute Form W-9

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Need Help?

- W-9 Website Training [Click Here](#)
- W-9 FAQs [Click Here](#)

Foreign Vendor?

- Foreign Vendors [Click Here](#)

State of Florida Main Menu

[Florida Substitute Form W-9](#)
Submit or Update your Substitute Form W-9

[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 Direct Deposit Authorization Form.

[MyFloridaMarketPlace \(MFMP\)](#)
MFMP is the State's online purchasing system.

d. Select Complete New Substitute Form W-9

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Need Help?

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- [W-9 FAQs](#)

Foreign Vendor?

- [Foreign Vendors](#)

Contact Us

- [Need to update Taxpayer Identification Number](#)
- [General Questions](#)

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If you do not have Adobe Reader, you may click the image below to download it.

Florida Substitute Form W-9

Below is a listing of your menu options and the current status of your Substitute Form W-9.

Current Status:

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

Menu Options:

- [► Complete New Substitute Form W-9](#)
- [► Update Profile Information](#)
- [► Logout of W-9 System](#)

e. PART1: Enter your IRS Name and required information **EXACTLY** as it is shown on your tax return. Deviations will result in non-matching information and will require resubmission. This may populate automatically for you.

 **JEFF ATWATER, CHIEF FINANCIAL OFFICER**
FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Vendor Payments Sunshine Spending



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.

Taxpayer Identification Number (SSN): 999-99-9999
* Required

PART 1

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

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

United States (Includes U.S. Possessions & APO/FPO/DPO)
 Foreign Country

Attention of: In Care of:

Address: City:

State: * Pick One Zip Code: * -

f. Part 2: Select Business Designation type

PART 2 *** Business Designation**

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

<input type="radio"/> C Corporation	<input checked="" type="radio"/> Nonresident alien	<input type="radio"/> Indian Tribal Government
<input type="radio"/> S Corporation	<input type="radio"/> Partnership	<input type="radio"/> Non-Corporate Rental Agent
<input type="radio"/> Government Entity	<input type="radio"/> Limited Liability Company <input type="button" value="Pick One"/>	<input type="radio"/> Individual
<input type="radio"/> Foreign Corporation or Entity	<input type="radio"/> Sole Proprietor	<input type="radio"/> Trust or Estate
<input type="radio"/> Not for Profit		

PART 3 **Certification Statement**

g. Part 3: Fill out required information on Certification Statement and submit

PART 3 **Certification Statement**

(click [here](#) for Backup Withholding explanation)

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: <input type="text"/> *	Preparer's Title: <input type="text"/>	
(first last)		
(required for business entities)		
Telephone Number: <input type="text"/> *	Extn: <input type="text"/>	Email: <input type="text"/> *

NOTE: Please review the information you have provided above on your Form W-9 before submitting it. If you have changed your IRS Name, the information you provided will be sent to the Internal Revenue Service for verification. During this verification process, which takes approximately 4 business days, you cannot make any changes to your Form W-9. You will receive an email when the verification process is complete.

Password: <input type="password"/>	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
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h. You will be sent a confirmation e-mail within four business days with your IRS number and Tax Identification Number once the information has been verified.

1. If the email indicates your IRS Name and TIN match – you are finished
2. Forward this e-mail to Christopher.Denmark@FreshFromFlorida.com
3. If your IRS Name and TIN do not match, return to the DFS website and correct

g. If you have a DBA, you must Add this information prior to Updating the Substitute Form W-9

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Florida Substitute Form W-9

Need Help?

- ▶ W-9 Website Training
- ▶ W-9 FAQs 

Foreign Vendor?

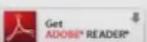
- ▶ Foreign Vendors 

Contact Us

- ▷ Need to update Taxpayer Identification Number
- ▷ General Questions

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Current Status:

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.

Menu Options:

- ▶ Update Substitute Form W-9
- View / Print Substitute Form W-9
- ▶ Current 
- ▶ Historical Verified W-9s
- ▶ Add / Update Doing Business As Names

For further information or assistance. Please contact the Florida Department of Financial Services' Vendor Management Section at:

FLW9@MyFloridaCFO.com

Or call (850) 413-5519