

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



The screenshot shows the 'Vendor Information Portal' for the State of Florida. The page has a blue header with the 'my Florida Marketplace' logo. Below the header, there are two images: one of oranges and one of a beach. The main content area is titled 'Welcome to the State of Florida's Vendor Information Portal'. It contains a brief description of the system and instructions for registration. At the bottom, there are two main sections: 'Vendor Login' and 'New Vendor Registration'. The 'Vendor Login' section has fields for 'Username' and 'Password', a 'Login' button, and a 'Forgot Your Password' link. The 'New Vendor Registration' section has fields for 'Company Name', 'Tax ID Type' (with a dropdown menu showing 'FED' selected), 'Tax ID', and 'Re-enter Tax ID', along with a 'Register' button.

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 first three 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: *

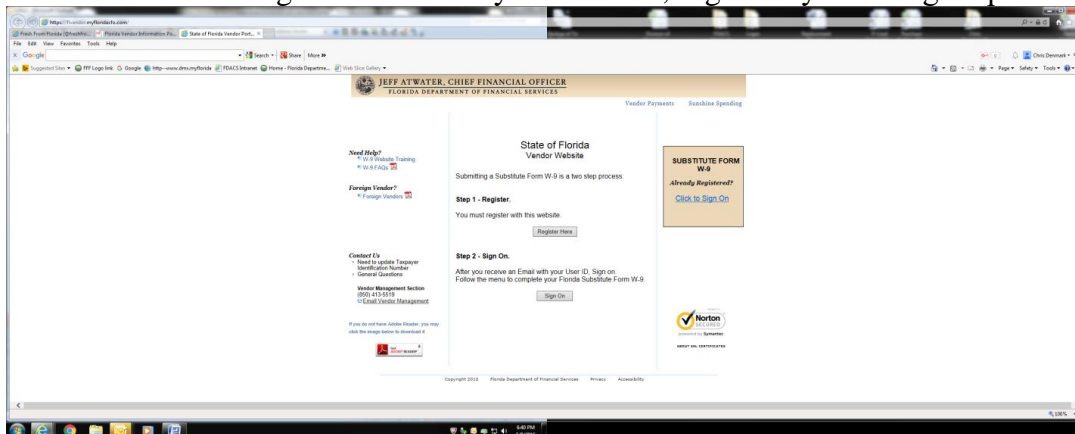
NOTE: You will be required to use your password to login to the Vendor website. Please make note of your password.

- 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.

- a. After receiving an e-mail with your User ID, Sign on by selecting Step 2 “Sign On”



- 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”

09 Training

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FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Vendor Payments Sunshine Spending

Vendor Sign On

You cannot use your MyFloridaMarketplace User ID on this website.

User ID:

Password: (Case Sensitive)

[Sign-On](#)

Contact Us

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

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

Click [Here](#) to Reset your Password.

Click [Here](#) for your Password Hint.

Click [Here](#) if you are not yet Registered.

c. Select Florida Substitute Form W-9

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FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Vendor Payments Sunshine Spending

State of Florida Main Menu

Need Help?

- W-9 Website Training
- W-9 FAQs

Foreign Vendor?

- Foreign Vendors

Contact Us

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

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

[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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FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Vendor Payments Sunshine Spending

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

Need Help?
[W-9 Website Training](#)
[W-9 FAQs](#)

Foreign Vendor?
[Foreign Vendors](#)

Contact Us

- Need to update Taxpayer Identification Number
- General Questions

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

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

- 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: * Zip Code: * -

f. Part 2: Select Business Designation type

PART 2 * Business Designation

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

☐ C Corporation ☒ Nonresident alien ☐ Indian Tribal Government
☐ S Corporation ☐ Partnership ☐ Non-Corporate Rental Agent
☐ Government Entity ☐ Limited Liability Company ☐ Individual
☐ Foreign Corporation or Entity ☐ Sole Proprietor ☐ Trust or Estate
☐ 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 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)

Telephone Number: * **Extn:** **Email:** *

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: *

- 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

The screenshot shows a web page titled "Florida Substitute Form W-9". At the top right, there are links for "Vendor Payments" and "Sunshine Spending". On the left side, there is a sidebar with links for "Need Help?" (W-9 Website Training, W-9 FAQs), "Foreign Vendor?" (Foreign Vendors), and "Contact Us" (Need to update Taxpayer Identification Number, General Questions). Below these is the "Vendor Management Section" with the phone number (850) 413-5519 and a link for "Email Vendor Management". A small message at the bottom left says "If you do not have Adobe Reader, you may click the image below to download it." with a "Get Adobe Reader" button. The main content area on the right says "Below is a listing of your menu options and the current status of your Substitute Form W-9." It then shows the "Current Status:" as "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." Below this, the "Menu Options:" are listed: "Update Substitute Form W-9", "View / Print Substitute Form W-9" (which includes "Current" and "Historical Verified W-9s"), and "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