

Substitute W9 Instructions

Verification of submission of a Florida Substitute W-9 is required as part of the application. Directions for submitting a Florida Substitute W-9 are as follows:

To process your application and reimburse you under this agreement, the State of Florida – Department of Financial Services will require that a completed Substitute W-9 is submitted. An online version can be completed securely at: <https://flvendor.myfloridacfo.com>.

At that website, follow the below procedure:

- Click where it says, “Not Registered? Click Here to Register”
Enter your name and contact information, enter a password of your choice, and click “Register.”
- An email will be sent to you along with a User ID and instructions on how to enter the W-9 information.
- Return again to the website at <https://flvendor.myfloridacfo.com>, and click where it says, “Click Here to Sign On.”
- Enter your User ID from the email and the password that you chose and click “Sign-On.”
- Click where it says, “Form W-9 Main Menu”, and follow the directions to enter your W-9 information. A second email will be sent to you, confirming that you have successfully completed the form.

In the event you need assistance, a brief tutorial on using the website can be found at https://flvendor.myfloridacfo.com/w9_training.pdf.

The information MUST be submitted online at <https://flvendor.myfloridacfo.com>. For questions regarding W-9 requirements or if you are unable to submit this information online, please contact the Vendor Management Section at (850) 413-5519 or via email at: FLW9@myfloridacfo.com.

Note: in order to process your application and ensure that all future correspondence and/or payment will be sent correctly, please be sure that the name and address in your Substitute W-9 form information (entered online at <https://flvendor.myfloridacfo.com>) match those on your application form AND your information on file with the IRS.