

STATE OF FLORIDA
SUBSTITUTE FORM W-9



Mail or fax to:
Chief Financial Officer
Department of Financial Services
 Bureau of Accounting, 200 East Gaines Street
 Tallahassee, FL 32399-0354
PHONE: (850) 413-5519 FAX: (850) 413-5550

PART 1: Vendor Information

IRS Name (as shown on your income tax return)

Business Name: Doing Business As (DBA)

Primary Address (Address where Form 1099 should be mailed)

Attention of	In Care of	
Street Address	P.O. Box	
City	State/Province	Zip Code (+4 if known)
Country & Postal Code, if other than U.S.		

PART 2: Taxpayer Identification Number (TIN)

Enter your TIN here: *(DO NOT USE DASHES)*

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Taxpayer Identification Type (check appropriate box):

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

PART 3: Business Designations (Select only one)

If Business Designation with Asterisks (*) is selected, please answer question below:

<input type="checkbox"/> S Corporation*	<input type="checkbox"/> Partnership*	<input type="checkbox"/> C Corporation	Limited Liability Company (LLC): <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation* <input type="checkbox"/> Partnership*
<input type="checkbox"/> Governmental Entity	<input type="checkbox"/> Foreign Corporation or Entity	<input type="checkbox"/> Trust or Estate	
<input type="checkbox"/> Individual	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Non-corporate Rental Agent	
<input type="checkbox"/> Nonresident Alien	<input type="checkbox"/> Not for Profit	<input type="checkbox"/> Indian Tribal Government	

* Is 80% or more of the pass-through entity owned by a government entity that is required to withhold under Section 3402(t)(1), a tax exempt entity or a foreign government? Yes or No

PART 4: Certification Statement

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer information (or I am waiting for a number to be issued to me) **AND**
- I am subject to backup withholding
OR I am not subject to backup withholding because:
 - I am exempt from backup withholding
 - 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**
 - the IRS has notified me that I am no longer subject to backup withholding **AND**
- I am a U.S. citizen or other U.S. person (including U.S. resident alien)

Certification Instructions: To certify the statement above, sign and complete your information below as preparer.

Preparer's Name (Please Print)	Preparer's Title (required for business entities – Please Print)
Signature	Date
Email (if available)	Telephone Number () -

Florida Substitute Form W-9 Instructions

The State of Florida must obtain your correct taxpayer information that will be used to determine whether you will receive a Form 1099 for payments made to you by an agency of the State of Florida. This taxpayer information is collected on the Florida Substitute Form W-9, and includes a Taxpayer Identification Number (TIN), IRS Name, and other related information. Beginning January 1, 2013, the State will also use this form to determine if your payments from the State are subject to 3 Percent Federal Withholding. The information provided on this form must match the information on file with the Internal Revenue Service (IRS) for Federal income tax reporting and will be verified through the IRS TIN Matching Program. IRS regulations require the State of Florida to take backup withholding from future payments made to you if you fail to provide the information requested.

All vendors doing business with the State of Florida must complete the Substitute Form W-9. Due to specific requirements on Florida's Substitute Form W-9, an IRS Form W-9 will not be accepted. Vendors located outside the United States that do not have a TIN issued by the U.S. Government should contact the Vendor Management Section at (850) 413-5519. **NOTE – This form can only be used if you do not have internet or e-mail access. Other than this exception, all Substitute Form W-9s should be filed electronically by visiting the Vendor Portal website at <https://flvendor.myfloridacfo.com>.**

Part 1: Vendor Information

1. **IRS Name:** This should be the name as it appears on your Federal income tax return, and may be either an individual name or a business name. **Do not abbreviate names** unless they are registered that way with the IRS.
2. **Business Name: Doing Business As (DBA):** List any "Doing Business As" names that will be doing business with the State of Florida. If you do not have DBAs, leave this field blank.
3. **Primary Address:** This is the address where Form 1099s and any other related correspondence should be mailed.

Part 2: Taxpayer Identification Number (TIN) and Type

1. **Enter Your TIN:** Enter either your Social Security Number (individuals) or your Federal Employer Identification Number (FEIN). **Do Not** include dashes.
2. **Taxpayer Identification Type:** Select the appropriate box to indicate whether the TIN you have provided is your SSN or FEIN.

Part 3: Business Designations

1. **Business Designation:** Select the appropriate box. If you are unsure of which box to check, contact your income tax preparer for assistance. **Note:** If you select a business designation with an asterick (*) next to it (partnerships and S-corporations), you must complete the 80% ownership question at the bottom of Part 3.

Part 4: Certification Statement

1. **Certification Statement:** Select the appropriate box regarding backup withholding. You should check "I am subject to backup withholding" only if you have been notified by the IRS that you are subject to backup withholding or you have been notified by the State of Florida that your TIN on file is incorrect and the State will perform backup withholding on future payments. Payers must generally withhold 28% of taxable interest, dividends and certain other payments to a payee that is subject to backup withholding. If you are unsure of your backup withholding status, contact your tax advisor for assistance.
2. **Preparer's Name:** Fill in the preparer's name, title, signature, email address (if available), date and phone number. The preparer should be an executive of the organization and someone who can answer questions that may arise relating to the Substitute Form W-9.

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