

**Effective July 1, 2020**

**COMPTROLLER'S MEMORANDUM NO. 16**

**SUBJECT: FEDERAL EMPLOYER IDENTIFICATION NUMBER**

There are many activities throughout State Government that require filing Federal returns, remitting Federal taxes, or submitting claims for refunds of Federal taxes. Agencies filing these returns should not use the Federal Employer Identification Number (FEIN) of the State of Florida, Chief Financial Officer.

Agencies that require a unique FEIN must apply for the number by filing a Form SS-4, Application for Employer Identification Number, with the Internal Revenue Service. Forms and instructions may be obtained from the Internal Revenue Service website at [www.irs.gov](http://www.irs.gov).

Questions regarding this memorandum should be directed to the Bureau of Vendor Relations, Vendor Management Section by phone at (850) 413-5519 or by email at [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com).