

Instructions and Information for completing a Florida Substitute Form W-9

Use the Department of Financial Services (DFS) Substitute Form W-9 Website, <https://flvendor.myfloridacfo.com>, to submit your Substitute Form W-9 electronically.

Submitting your Form W-9 is a two-step process:

- Step 1 - Create your security profile (User ID and password)
- Step 2 - Create and submit your Substitute Form W-9

Step 1 – Create your security profile (User ID and password)

1. Click on “Click Here to Register”.
2. Complete the Profile Registration Form (do not use commas or periods in the IRS Name).
3. Click the Register button
4. Obtain your User ID from your email

Immediately, after you complete the Profile Registration, you will receive a User ID via email. Once you have your User ID, you can complete and submit your Substitute Form W-9.

Step 2 - Complete and submit your Substitute Form W-9

1. Click on “Click Here to Sign On”.
2. Enter the User ID that you received via email.
3. Enter the password you created during the Profile Registration.
4. Click the Sign On button.
5. Click on “Form W-9 Main Menu”.
6. Click on “Complete New Substitute Form W-9”.
7. Complete the Substitute Form W-9. The red asterisks indicate required fields. Please only select the radio button “I am” subject to backup withholding if you have been informed by the IRS that you are subject to backup withholding.
8. Certify the information you are providing by entering the password you created during the Profile Registration and click the submit button.

After you have submitted your Substitute Form W-9, your IRS Name and TIN (Taxpayer Identification Number) will be sent to the IRS for verification. Our office will send you an email with the results. If the email indicates your IRS name and TIN match, you will have no further action. If the email indicates your IRS Name and TIN do not match you will need to return to the DFS W-9 Web site to correct your information.

The site also contains additional information and answers to frequently asked questions. If you have any questions regarding the Substitute Form W-9, please contact:

Florida Department of Financial Services
Vendor Management Section
FLW9@MyFloridaCFO.com
(850) 413-5519