

## **Agency Sample W-9 Communication:**

The Florida Department of Financial Services has initiated a Web-based Substitute Form W-9 that allows vendors to register and submit their electronic Substitute Form W-9. The Form W-9 ensures that the State's vendor records are accurate, which results in accurate tax reporting as required by the Internal Revenue Service (IRS).

**Vendors who do not have a verified Substitute Form W-9 on file will experience delays in processing purchase orders or payments from the State of Florida. According to our records, you do not have a verified Substitute Form W-9 on file.**

Your ability to do business with the State of Florida is very important to us and all of State government. Therefore, we strongly encourage you to go to <https://flvendor.myfloridacfo.com> to register and complete your Substitute Form W-9 as soon as possible.

Included in this email is additional information regarding the W-9 Web site that should assist you with this process. Thank you for your attention to this matter.