

W-9 Edits Frequently Asked Questions

1. Are any transactions exempt from the edit?

The following are exempt from the edit:

- Transactions to foreign vendors (Vendors with a “Y” in the Foreign Indicator in the FLAIR Statewide Vendor File)
- Transactions to vendors with a Vendor ID Indicator (Prefix) of “E” (vendors on the FLAIR Employee Vendor File)
- Purchasing Card Transactions
- Journal Transfers

2. What makes an object code subject to the edit?

All 1099 reportable object codes and other vendor-type object codes are subject to the edit.

3. What object codes are subject to the W-9 edit?

The object codes subject to the W-9 edit can be found at:

<https://www.myfloridacfo.com/Division/AA/Links/documents/SWOCasof9-13-18.xlsx>.

4. Do agencies need to complete a Florida Substitute Form W-9?

All agencies should complete a Florida Substitute Form W-9. Some agencies issue Direct Orders and warrants to other agencies under certain circumstances, and such transactions may be subject to the W-9 edit. Agencies can avoid delays by ensuring a Substitute Form W-9 has been filed.

5. When will an agency see an error code for a MFMP transaction?

Agencies will be unable to create an encumbered MFMP purchase order to a vendor without a verified W-9. When the final agency approver approves an encumbered requisition, MFMP sends an encumbrance transaction to FLAIR. If the vendor does not have a verified W-9 on file, the transaction will fail FLAIR Integration and the requisition will go into “Denied” status. At this time, the requester has the option to withdraw the requisition and resubmit it once the vendor has a verified W-9 on file.

Agencies will be able to create an unencumbered MFMP purchase order to a vendor without a verified W-9 on file. However, FLAIR will prohibit the disbursement transaction for the vendor until the vendor has a verified W-9 on file.

MFMP disbursements (Invoice Reconciliations or IRs) will fail FLAIR Integration unless the vendor has a verified W-9 on file.

MFMP displays the FLAIR W-9 error messages at the Split Accounting level.

6. When will an agency see an error code for a FLAIR transaction?

FLAIR will immediately display an error message when an agency attempts to establish an encumbrance or payable, or complete a disbursement transaction to a vendor without a verified W-9 on file. Error messages are provided in Question #8 below.

7. How does the W-9 edit impact prompt payment requirements under Section 215.422, Florida Statutes?

Section 215.422(3)(b), Florida Statutes, states that the nonsubmittal of the appropriate federal taxpayer identification documentation to the Department of Financial Services by the vendor will be deemed an error on the part of the vendor, and the vendor will be required to submit the appropriate federal taxpayer documentation in order to remedy the error. Therefore, if a vendor submits an invoice for payment and does not have a verified W-9 on file, the agency should document the error and indicate on the invoice the date the W-9 was verified in FLAIR. This may affect the transaction date entered in FLAIR when processing the invoice. Agencies may use the W-9 Update Date field to determine when the W-9 was verified. Vendors should not receive prompt payment interest if the payment of their invoice is delayed solely due to their error in not filing their W-9.

8. What are the error messages for the W-9 edits and the associated resolution?

Code	Error Message	Resolutions
088K	INVALID VENDOR – W9 PENDING IRS TIN MATCHING	<i>Description:</i> The vendor has submitted a W-9 to DFS, but the verification is pending a response from the IRS. <i>Resolution:</i> Verification can take 3 to 5 business days. Check the Statewide Vendor File daily for a W-9 indicator update.
088J	INVALID VENDOR – NO W9 ON FILE	<i>Description:</i> The vendor has not submitted a W-9 under the Vendor ID (TIN) on the transaction. <i>Resolution:</i> Double check vendor number. If the vendor number is correct in the SWVF, direct the vendor to the W-9 website to complete the Florida Substitute Form W-9 electronically for that TIN.
088L	INVALID VENDOR – W9 FAILED IRS TIN MATCHING	<i>Description:</i> The vendor has submitted a W-9, but the TIN or Name provided by the vendor does not match the IRS' records. <i>Resolution:</i> Contact vendor and inform vendor to correct their W-9.

9. A vendor states that they have already completed a Substitute Form W-9, but the Statewide Vendor File does not reflect this. What should I do?

Ask the vendor for the Taxpayer Identification Number (TIN) they used to submit their W-9. The most common causes for this situation are as follows:

- a. The vendor has registered and submitted a W-9 with a different TIN than the TIN used in the Statewide Vendor File (i.e., the State has been paying the vendor under an incorrect TIN).
- b. The vendor has registered and submitted a W-9 for only one of the TINs listed in the Statewide Vendor File. Larger companies can have multiple TINs in some cases, and vendors generally are not aware of which TINs are in our Statewide Vendor File. They believe they have complied with our requirements, but they do not realize that they need to file a separate W-9 for each valid TIN used in our Statewide Vendor File. Agencies may also discover that they need to change the transaction to a correct TIN if the agency has historically paid to an erroneous TIN.

If an agency needs to verify that a vendor has submitted a valid W-9 to DFS and they cannot find the record in the Statewide Vendor File, they should contact the Vendor Management Section at DFS.

10. If a vendor has a verified Florida Substitute Form W-9 but no vendor record in the Statewide Vendor File, how long after the vendor has been added to the vendor file will it take for the W-9 indicator to be updated?

If the vendor is added through MFMP, the W-9 indicator will be updated after the nightly process has been completed. If the vendor is added to the Statewide Vendor File by an agency, the W-9 indicator will be updated in real-time.

11. If we have created an encumbrance or payable for a vendor prior to the W-9 edit to an incorrect TIN, what happens when we attempt to process a payment on the encumbrance or payable after the W-9 edit is implemented?

When an agency attempts to process a disbursement transaction on the encumbrance or payable, FLAIR will edit the TIN used on the transaction. If the TIN does not have a valid Substitute Form W-9 associated with it, the transaction will fail. Agencies will need to correct the encumbrance or payable with the correct Vendor ID (TIN) that has a verified Substitute Form W-9.

12. Where can agencies find out if a vendor has a verified Florida Substitute Form W-9?

Agencies should check the W-9 Indicator in the Statewide Vendor File. This indicator displays the most current information on the W-9 status.

13. What are the W-9 Indicators and what do they mean?

- Y - W-9 on file, Passed IRS TIN matching
- P - W-9 on file, Pending IRS TIN matching
- N - W-9 not on file
- F - W-9 on file, Failed IRS TIN matching

Note: The only code in the W-9 Indicator field that will allow a transaction to continue processing is a "Y".

14. Where can vendors and agencies go to submit their Florida Substitute Form W-9?

Vendors and agencies can complete the Substitute Form W-9 online at <https://flvendor.myfloridacfo.com>.

15. How can an agency contact the Vendor Management Section and W-9 Helpdesk?

Vendor Management Section:

(850) 413-5519

FLW9@myfloridacfo.com