W-9 WEBSITE TRAINING

Department of Financial Services
Division of Accounting & Auditing
Topics for Discussion

- Overview
  - Legal Basis
  - Impact
  - Benefits
- Website Overview
  - Requirements
  - W-9 Main Menu
    - Complete a Substitute Form W-9
    - Update a Substitute Form W-9
    - View/Print Substitute Form W-9
    - Add/Update Doing-Business-As (DBA) Names
    - User Profile Maintenance
- Taxpayer Authentication
- Additional Information
  - Links
  - Contact Information
Substitute Form W-9 Overview
W-9 Website

Launch Date: March 2011
Legal Basis

Internal Revenue Code (I.R.C.) Section 6109 – Identifying Numbers
- Requires vendors to provide their correct Taxpayer Identification Number (TIN) to Department of Financial Services (DFS) who must file information returns with the IRS to report certain payments

Public Law 109–222, Section 511, Tax Increase Prevention and Reconciliation Act (TIPRA) of 2005
- 3 Percent Withholding Law
- Effective January 1, 2012
- Requires governments to withhold 3 percent on individual payments for goods and services of $10,000 or more

Public Law 111–148, “Patient Protection and Affordable Care Act”
- Healthcare Reform Bill
- Passed by Congress
- Provision which eliminates corporate exemptions from 1099 reporting
State must obtain Substitute Form W-9 for all vendors (over 200,000 vendors)
  ◦ Automate the submission of Substitute Form W-9

Vendors will need to submit a valid Substitute Form W-9 to State of Florida
  ◦ Prior to first order or purchase

Business Designation section will expand to align with requirements of 3 percent withholding and draft regulations

IRS TIN matching will be used for validation
Benefits

- Compliance with Federal laws
- Accurate Form 1099 reporting
- Criteria for backup withholding
- Efficient means of submission
- Timely submission and processing
W-9 Website Overview
Select any of these options for additional information

Click here to access "Profile Registration" screen

Not Registered? Register Now
Two Step Process:

**Step 1:** Complete the W-9 Profile Registration form online. Here are the requirements:

- Taxpayer Identification Number (TIN)
- IRS Name on Federal Income Tax Return
- Vendor Contact Information
- Password
W-9 Profile Registration

Profile Registration
Complete the information below and click the Registration button. Your registration will be processed and you will be sent an email containing your User ID and the information needed to use this website.

* Required

Taxpayer Identification Number (TIN) *
- Federal Employer Identification Number (FEIN) [ ] - [ ]
- Social Security Number (SSN)

IRS Name: *
(enter the first 40 characters exactly as shown on your tax return)

Contact Information
Name: *
Title (required for business entities) :
Phone: *
Ext: 
Email Address: *
Re-enter Email Address: *

Password Information
- Must be eight (8) characters
- Must begin with a letter
- Must contain at least one uppercase letter (A-Z)
- Must contain at least one (1) number
- May not contain spaces
- May not contain any of the following characters: ^ = ( )
- The first three characters must be different from each other
- Will be case sensitive
- We recommend that the password contain at least one special character (such as $, @, %)

Password: *
Re-enter Password: *
Password Hint: *

Register

拧Remember password to Sign On

Password Requirements
- Only 1 contact per business
- Must be entered exactly the same way
- Cannot be same as password
- ™

Indicate which TIN type then type number
**Step 2:** Once registration is processed, an email is sent to user along with a User ID and instructions on how to enter W-9 information. Here are the requirements to complete a Substitute Form W-9:

- Any “Doing Business As” names (Part 1)
- Primary mailing address (Part 1)
- Business Designation (Part 2)
- Certification Statement (Part 3)
User ID is provided in email received upon registration.

User will be revoked after 3 unsuccessful attempts.

User must use password created when they registered.

Help! I forgot my password!
Vendor Options

State of Florida Vendor Options

Form W-9 Main Menu
Submit or Update your Substitute Form W-9.

3% Federal Withholding Informational Website
This website provides information on the State of Florida's implementation of the federal requirements to withhold 3 percent on certain vendor payments beginning on January 1, 2012.

Payment History for Vendors
View your payments (warrants and EFTs from the State of Florida).

Direct Deposit (EFT) for State Payments
Link to Direct Deposit webpage and print a Direct Deposit Authorization Form.

MyFloridaMarketPlace (MFMP)
MFMP is the state's online purchasing system. Vendors are required to register with MFMP in order to do business with the State of Florida. Please secure your vendor information maintained in MFMP is current in order to continue receiving orders and payments from the State of Florida.

Contact Us
Vendor Management Section
(850) 413-5519
Email Vendor Management
You have not submitted a Substitute Form W-9 to the State of Florida

- Complete New Substitute Form W-9
- Maintain User Profile
- Logout of W-9 System
PART 1 - Initial

State of Florida
Chief Financial Officer
Department of Financial Services
Bureau of Accounting
200 East Gaines Street
Tallahassee, FL 32399-0354
Telephone: (850) 413-5519 Fax: (850) 413-5550

Substitute Form W-9

In order to comply with Internal Revenue Service (IRS) regulations, we require taxpayer identification information. This information will be used to determine whether you will receive a Form 1099 for payment(s) made to you by an agency of the State of Florida, and whether payments are subject to Federal withholding. The information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

Will pre-populate

Tax Identification Number (FEIN): 99-9999999

* Required

PART 1

IRS Name: [IRS SAMPLE NAME]
(First 40 characters exactly as shown on your tax return)

Doing Business As Name:

* Primary Address Information (Address where Form 1099 should be mailed)
  - United States (Includes U.S. Possession & APO/FPO/DPO)
  - Foreign Country

Attention of:

Address:

State: [Pick One]

In Care of:

City:

* Zip Code:

Required Fields

Optional Fields
Vendor will be required to select from the list that accurately describes the business or individual.

- 13 Business Designations
  - If S Corporation or Partnership is selected:
    - Vendor will be required to answer: “Is 80% or more of this entity owned by a government entity that is required to withhold under Section 3402(t)(1), a tax exempt entity or a foreign government?”
  - Must select one of four LLC’s
PART 2 – Business Designation

- If unsure, contact your legal or tax advisor
PART 3 – Certification Statement

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer information AND

2. [ ] I am subject to backup withholding OR [ ] I am not subject to backup withholding because:
   (a) I am exempt from backup withholding
   (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of or failure to report all interest or dividends, or
   (c) the IRS has notified me that I am no longer subject to backup withholding AND

3. I am a U.S. citizen or other U.S. person (including U.S. resident alien)

Certification Instructions: To certify the statement above, complete your information below, as preparer, and then re-enter your password to submit your electronic signature.

Preparer’s Name: [ ]
(first last)

Preparer’s Title: [ ]
(required for business entities)

Number: 850 999-9999

Ext: [ ]

Email: Sample.email@myfloridacfo.com

NOTE: Please review the information you have provided above on your Form W-9 before submitting it. The information you provide will be sent to the Internal Revenue Service for verification. During this verification process, which takes approximately 4 days, you cannot make any changes to your Form W-9. You will receive an email when the verification process is complete.

Password: [ ]

Re-enter Password

Submit
Exit Without Saving

No changes allowed until TIN matching has passed

No changes were made; Returns to W-9 Main menu

Required if FEIN is entered
W-9 Main Menu

Welcome to the W-9 Main Menu. Below is a listing of your menu options and the current status of your Substitute Form W-9. **Note:** If you need to correct or change your TIN you must call the Vendor Management Section at (850) 413-5519. (click here for Substitute W-9 Form requirements)

- Your IRS Name / TIN combination has been submitted to the IRS and is pending verification. We will email you as soon as your results are returned from the IRS.

- Update Substitute Form W-9
- View / Print Substitute Form W-9
- Add / Update Doing Business As Names
- Maintain User Profile
- Logout of W-9 System

- All menu options become available
Update Substitute Form W-9

- Vendors may change any information except for TIN
- IRS Name or TIN change will require resubmission
- If IRS Name change, MFMP vendors must update their 1099 Name in MFMP
- Must re-enter password in Part 3
- Changes to Doing Business As (DBA) Name must be made using the Add/Update DBA Name option on the W-9 Main Menu
View/Print Substitute Form W-9

State of Florida
Chief Financial Officer
Department of Financial Services
Bureau of Accounting
200 East Gaines Street
Tallahassee, FL 32399-3354
Telephone: (850) 413-0519 Fax: (850) 413-5550

Substitute Form W-9

In order to comply with Internal Revenue Service (IRS) regulations, we require Taxpayer Identification 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, and whether payments are subject to Federal withholding. This information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

Taxpayer Identification Number (TIN): 99-9999999

IRS Name: IRS SAMPLE NAME
Address: 222 SAMPLE ROAD
CORAL SPRINGS, FL 33065-0000
Attention Of: IRS SAMPLE NAME

Business Designation: C Corporation

Certification Statement:
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer information AND

2. I am not subject to backup withholding because:
(a) I am exempt from backup withholding or
(b) 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
(c) the IRS has notified me that I am no longer subject to backup withholding AND

3. I am a U.S. citizen or other U.S. person (including U.S. resident alien)

Preparer's Name: JERRY SAMPLE
Preparer's Tax ID, TREASURER
Phone: 904-999-9999 Email: Sample.email@myfloridacfo.com
Date Submitted: 02/04/2011

Active Doing Business As names submitted on the Substitute Form W-9:
SAMPLE BUSINESS NAME
SAMPLE BUSINESS
SAMPLE BUSINESS

Date printed from the State of Florida Substitute Form W-9 Website: 02/04/2011

- Will appear in pdf format
- Prints completed Substitute Form W-9
Corporations or businesses may have a Doing Business As designation:
- File taxes under one name, but have another name they are known as in the community

Changes to DBA will not require resubmission of TIN Matching

Can delete/change multiple DBA names
Add/Update Doing Business As Names

- Can delete/change multiple DBA Names
- Will display TIN and IRS Name

Add Business Names:
- Type the Business Name; click “Add More” if needed
- 99-999999
- IRS SAMPLE NAME

To save changes
To clear changes

Apply Changes  Reset Page
User Profile Maintenance
W-9 Profile Maintenance Menu

Profile Maintenance Menu

- Change Password
- Change Email Address
- Update Contact Information
- W-9 Main Menu
Password Maintenance

Password Requirements
- Must be eight (8) characters
- Must begin with a letter
- Must contain at least one uppercase letter (A-Z)
- Must contain at least one (1) number
- May not contain spaces
- May not contain any of the following characters: "'=" { }"
- The first three characters must be different from each other
- Will be case sensitive
- We recommend that the password contain at least one special character (such as: $, @, %)

Users are required to input password twice

Password: [ ]
Re-enter Password: [ ]

Password Hint: [ ]

Cannot be same as password

To save changes

No changes made; Returns to Profile Maintenance Menu
Email Address Maintenance

To save changes

Current email address will display

Users are required to input email address twice

No changes made; Returns to Profile Maintenance Menu
Contact Information Maintenance

Current Contact Information will display

ONLY input information you wish to change

To save changes

No changes made; Returns to Profile Maintenance Menu
Taxpayer Authentication
**IRS TIN Matching Process**

- State of Florida participates in IRS TIN Matching Program
  - Nightly load of all of the Substitute Form W-9 adds or name changes will check the TIN against the IRS Name/TIN combination contained in the IRS database

- Vendor will receive one of three responses via email
  1. IRS Name and TIN combination match IRS records and vendor account will be activated
  2. TIN submitted has not been issued to any entity therefore it is invalid
     - Contact DFS Vendor Management Section
  3. IRS Name and TIN combination does not match IRS records
     - Check IRS Name, if error is found, correct form and resubmit

- Status will also appear on W-9 Main Menu
Additional Information
**Vendor Portal**
- [https://flvendor.myfloridacfo.com](https://flvendor.myfloridacfo.com)

**3% Withholding Requirement**
- [http://www.myfloridacfo.com/aadir/IRS3PercentWithholding.htm](http://www.myfloridacfo.com/aadir/IRS3PercentWithholding.htm)

**MFMP**
Contact Information

- **Vendor Management Section**
  - FLW9@myfloridacfo.com
  - (850) 413-5519
- **MFMP Vendor Help**
  - VendorHelp@MyFloridaMarketPlace.com
  - 1-866-352-3776