

Vendor Registration Information

MyFloridaMarketplace Registration

Please be aware that in order to complete the registration process you will need the following information:

- Tax filing information - including the business name on your 1099 tax form, exactly as it appears on the form (where applicable).
- W-9 - The Florida Department of Financial Services (DFS) requires vendors to have valid Form W-9s on file before releasing applicable payments. As a new vendor, you must file a W-9 with the Department of Financial Services. Failure to do so could result in the delay of payments for services provided to the state. You can submit/update your Form W-9s electronically on <https://flvendor.myfloridacfo.com>. For more information, please visit <http://www.fldfs.com/aadir/reconciliation/>. See below for more information regarding registration.
- Location Information:
 - A business name for each company location (if different from the company name).
 - A complete address for each location (including details for sending purchase orders, payments and bills to each location).
 - A contact person for each of your locations.
- Commodity codes for the products and/or services your company provides. During registration you will select from the provided list of all commodity codes.
- Your State of Florida CBE information (Certified Business Enterprise).
- If you were registered with the State of Florida prior to MyFloridaMarketPlace, you will need to know your state-issued sequence number and PIN to complete the registration process. If you do not have your sequence number and PIN, or if you do not remember your Username and Password, please click the 'Forgot Your Password' link above or call 866-FLA-EPRO (866-352-3776) to request this information.

If you are not the person who can provide this information for your business, please contact that person and ask him/her to register on behalf of your company.

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

Use the Department of Financial Services (DFS) Substitute Form W-9 Web site, <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.

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