



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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IMPORTANT NOTICE

Effective March 5, 2012, State of Florida agencies including the Justice Administrative Commission (JAC) will not be permitted to make payments to any vendor that does not have a verified Substitute Form W-9 on file with the Department of Financial Services. Vendors are required to register and submit a Substitute Form W-9 on the State Vendor Website at:

<https://flvendor.myfloridacfo.com/>

As a result of Federal Legislation (Section 3402(t), Internal Revenue Code), the Department of Financial Services has modified the State's Substitute Form W-9 and must collect and verify new W-9 forms on all new and existing vendors by March 5, 2012.

Proceed to <https://flvendor.myfloridacfo.com/> to file your electronic Substitute Form W-9. All vendors must register on the W-9 website to receive a User ID and create a password. Please note: your MyFloridaMarketPlace User ID and password are not valid on the W-9 website.

Contact the Vendor Management Section at (850) 413-5519 or FLW9@myfloridacfo.com if you have any questions regarding the Substitute Form W-9.

If you intend to seek payment for services through JAC, you must have a verified Substitute Form W-9 on file with the Department of Financial Services by March 5, 2012. This includes any previously submitted invoices which have not been paid as of March 5, 2012.

Please be aware that the Department of Financial Services must process and verify the Substitute Form W-9. To avoid any potential delays in payment, if you have not already done so, you should submit the Substitute Form W-9 to the Department of Financial Services as soon as feasible. **JAC is not responsible for any delays in payment due to a failure to submit timely a Substitute Form W-9 to the Department of Financial Services.**

Please do not submit the Substitute Form W-9 to JAC. The Substitute Form W-9 must be submitted directly to the Department of Financial Services in the manner provided on the Department's website.

The Department of Financial Services elected to extend the date for compliance from November 7, 2011, to March 5, 2012. Please comply as soon as feasible.