



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

Post Office Box 1654 (32302)
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
Toll Free (866) 355-7902
FAX (850) 488-8944
Toll Free FAX (866) 355-7906

www.justiceadmin.org

To: Attorneys, Due Process Providers
From: Stephen Presnell, General Counsel
Date: June 9, 2011
RE: Substitute Form W-9

COMMISSIONERS

Dennis Roberts, Chair
Public Defender
Diamond R. Litty
Public Defender
Jerry Hill
State Attorney
Brad King
State Attorney

Commencing this fiscal year, JAC will no longer be utilizing the Internal Revenue Service Form W-9. The Florida Department of Financial Services (DFS) has issued a Substitute Form W-9 that must be completed by all vendors doing business with the State of Florida. This form must be submitted directly to DFS. JAC cannot accept or review the Substitute Form W-9.

Information and the Substitute Form W-9 are available on DFS's website at:

<http://www.myfloridacfo.com/aadir/SubstituteFormW9.htm>

Please be advised that the Substitute Form W-9 must be submitted prior to execution of any contract with JAC for fiscal year 2011/12. As part of completing the agreement, attorneys and due process providers are required to certify that they have submitted a Substitute Form W-9 to DFS. The form may be submitted electronically through DFS's vendor website:

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

If you have any questions regarding the Substitute Form W-9, you may contact DFS's Vendor Management Section at (850) 413-5519 or FLW9@myfloridacfo.com. The JAC Help Desk cannot answer questions or otherwise provide assistance in the completion or submission of this form.

Please be aware that DFS may decline to issue payment on an invoice if an attorney or vendor has not properly submitted the Substitute Form W-9.