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To: Registry Attorneys
From: Stephen Presnell, General Counsel
Date: June 28, 2011
RE: Electronic Access to Agreements

PLEASE BE AWARE THAT AS PART OF SUBMITTING YOUR CONTRACT YOU HAVE TO CERTIFY THAT YOU HAVE SUBMITTED AN APPLICATION FOR ELECTRONIC FUNDS TRANSFER/DIRECT DEPOSIT (EFT) AND A SUBSTITUTE FORM W-9 TO THE DEPARTMENT OF FINANCIAL SERVICES.

Contracts are now available on JAC's secure website. JAC expects a substantial volume of attorneys signing on and there may be some delay due to the volume. In the event you have difficulty logging on, please try again later.

Registry attorneys who have not already set up electronic access with JAC (My Access) will need to do so before they can execute the registry contract for next fiscal year. Information on how to set up an account is available at:

<http://www.justiceadmin.com/login/Quick%20Reference%20Guide-Attorney%20Login.pdf>

Once you have accessed the secure website, in order to view the contracts you will click on the link for "Contracts" under "My Access." Before electronically submitting your contract, it will be helpful to complete two steps. As you complete the contract, you will be required to certify that you have submitted the Substitute Form W-9 and EFT application.

First, you will need to submit a Substitute Form W-9 to the Department of Financial Services (DFS). Information and the Substitute Form W-9 are available on DFS's website at:

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

You will need to register through this website to submit your Substitute Form W-9 electronically to DFS. Once you have registered, you will be able to access the DFS vendor website to submit your Substitute Form W-9. If you have any questions regarding the Substitute Form W-9 or registering with DFS, you may contact DFS's Vendor Management Section at (850) 413-5519 or FLW9@myfloridacfo.com.

Second, if you have not already done so, you will need to submit an application for Direct Deposit/Electronic Funds Transfer (EFT) to DFS. Information and the forms necessary are available on DFS's website:

http://www.myfloridacfo.com/aadir/direct_deposit_web/index.htm

Once completed, the form should be sent to:

Direct Deposit Section
Department of Financial Services
200 E. Gaines Street
Tallahassee, Florida 32300-0359

Please do not send these forms to JAC. JAC cannot process or review these forms.

The payee name in the Agreement for Attorney Services should match exactly with the Substitute Form W-9 and the EFT application in order for payments to be processed.