

**NONSTANDARD AGREEMENT FOR DUE PROCESS SERVICES
(OTHER THAN ATTORNEY FEES)**

This Agreement entered into by and between the Justice Administrative Commission, an agency of the State of Florida (JAC), and _____, (Vendor) for the due process services provided to Attorney who is either court-appointed or whose client is indigent for costs or for a Pro Se defendant found indigent for costs. For compensation and tax reporting purposes, payments pursuant to this Agreement shall be made payable only to the holder of the tax identification number designated at the bottom of this Agreement. Any breach of a provision of this Agreement by Vendor shall also constitute a breach of this Agreement.

In consideration of the mutual covenants and provisions contained herein, the parties agree as follows:

This Agreement supersedes and terminates all prior Agreements for Due Process Services.

I. TERM

The term of this Agreement shall be for a period beginning on the date of execution by JAC and shall terminate at the earliest date of discharge of the Attorney retaining Vendor's services, the date the case reaches final disposition, the date Vendor completes all services related to the case or the date the Attorney's Client is no longer indigent. If it becomes necessary to replace this Agreement with another Agreement, then the new Agreement shall supersede and terminate this Agreement.

This Agreement applies only to the following case(s) pertaining to the one client identified below:

Case Style: _____
(Please use only initials and date of birth if case is confidential.)

Case Number(s) and Type of Case(s): _____

County: _____

For the following client: _____ (Client) and
attorney _____ (Attorney).

II. SERVICES

1. Vendor contracts with JAC for the sole purpose of establishing a process whereby JAC pays directly for services procured by an attorney working under a JAC

Agreement (Attorney) or where a court has entered an order on behalf of a pro se person. Any indigent person is deemed to be the client (Client) of the Attorney. The contractual relationship for services under this Agreement is between Vendor and Attorney. Vendor acknowledges and agrees that due process costs are the sole responsibility of Attorney. JAC is not privy to any agreement between Attorney and Vendor. Vendor and Attorney shall attempt to resolve any dispute between Attorney and Vendor without JAC intervention.

2. JAC, as a courtesy to Attorney and Vendor, and at the discretion of JAC, may make payment directly to any due process provider who has executed a contract with JAC. Payment by JAC directly or by reimbursement to Attorney for due process services shall only be made if the billing procedures and rates sought are in compliance with Florida Statutes, applicable court orders, Administrative Orders, this Agreement and JAC Policies and Procedures.

3. If Vendor fails to comply with the requirements of this Agreement and JAC Policies and Procedures, JAC may terminate this Agreement. If JAC terminates this Agreement, then Vendor will no longer be allowed to obtain payment from JAC directly for due process services.

4. If Attorney engages a due process vendor at rates in excess of the Established Rates (as defined herein), or in excess of higher rates specifically authorized by written court order, Attorney shall be subject to absorbing the difference between the applicable Established Rates or rates authorized by court order, and the rates billed by Vendor. Under such circumstances, Attorney must pay Vendor directly, and Vendor may not seek or accept payment under this Agreement. JAC is entitled to notice and an opportunity to be heard prior to any court authorizing rates higher than the Established Rates.

5. Absent an order expressly authorizing rates in excess of the Established Rates, JAC will only pay or reimburse for due process services at the Established Rates. If Attorney procures services at a higher rate, Attorney is solely responsible for paying the difference.

6. Vendor agrees that Attorney or Vendor will supply JAC with all necessary documentation required under this Agreement and JAC Policies and Procedures for JAC to process for payment any direct billings from due process providers. Vendor agrees to respond to any Billing Audit Deficiency related to a due process provider billing within 30 days of receipt of the Billing Audit Deficiency. The failure to provide necessary documentation required for payment of due process providers may result in JAC withdrawing the privilege of JAC making direct payment to due process providers. If Attorney or Vendor fails to respond to a Billing Audit Deficiency or fails to provide necessary documentation within a reasonable period of time, then JAC may take appropriate action including, but not limited to, rejecting the bill for payment, issuing a letter of objection to payment, or paying the amount established by law or applicable court order.

7. Vendor acknowledges and agrees that due process costs are the sole responsibility of Attorney. JAC is not privy to any agreement between Attorney and Vendor and in no way accepts responsibility or liability for quality of service, terms and conditions, or any other aspects of any agreement between Attorney and Vendor.

8. JAC will not pay for any transcript that is not authorized by court order. The court order must be attached to the bill for said transcripts. Attorney must provide the court reporter with a copy of the order of appointment and the order authorizing the transcript. Upon receipt of a completed invoice from a court reporter, Attorney shall promptly review, sign, and forward the invoice to JAC for any bill in which JAC will directly pay the court reporter.

9. JAC may pay for the cost of preparing a transcript of a deposition only if Attorney secures an order from the court finding that preparation of the transcript is necessary, in which case JAC may pay for one original and one copy only. The order should reflect the name of the witness and the date of the deposition to be transcribed.

10. JAC may pay for the cost of one original transcript of any deposition, hearing, or other proceeding. Any other payment for a transcript of that same deposition, hearing, or other proceeding, regardless of whether the transcript is an additional original transcript or a copy, shall be at the rate paid for a copy of a transcript. This subparagraph applies regardless of which state agency pays for the first original transcript.

11. Any private investigator providing services in Florida must be licensed pursuant to Florida law. JAC is not authorized to pay for any private investigator services provided in Florida by a person not properly licensed pursuant to Florida law.

12. The role of a private investigator is limited to providing investigative services such as locating and interviewing witnesses; locating and securing documents and other evidence relevant to the case; performing background checks; and researching any other factual issues relevant to the case such as credibility and character of witnesses. Where private service of process is authorized, an investigator can also serve subpoenas on ordinary non-law enforcement witnesses; however, the investigator can only bill the flat rates applicable for private service of process regardless of the amount of time spent serving the subpoena. An investigator is not a substitute for a paralegal or secretary and cannot be used to perform administrative tasks including, but not limited to, retrieving discovery from the state attorney; copying documents from a court file; delivering materials to the defendant; or any other tasks of a paralegal or secretarial nature.

13. Service of process upon witnesses should be through the sheriff unless the sheriff is unable or unavailable to provide service of process. Under s. 57.081, F.S., the sheriff is available to provide service of process without prepayment in cases involving indigent persons. The sheriff must be used to serve in-county law enforcement absent exceptional circumstances. In order to use a private process

server to serve in-county law enforcement officers, Attorney must file with service upon JAC a motion setting forth the exceptional circumstances requiring use of a private process server.

14. Pursuant to s. 28.345, F.S., private court-appointed counsel is exempt from all court-related fees and charges assessed by the clerks of the circuit courts. As delineated in s. 57.081, F.S., an indigent shall receive the services of the courts, sheriffs, and clerks, with respect to pending proceedings, despite his or her present inability to pay for these services including filing fees; service of process; certified copies of orders or final judgments; a single photocopy of any court pleading, record, or instrument filed with the clerk; examining fees; mediation services and fees; subpoena fees and services; service charges for collecting and disbursing funds; and any other cost or service arising out of pending litigation. Attorney is responsible for ensuring compliance with the terms of s. 28.345 and s. 57.081, F.S., including but not limited to (1) providing necessary documentation to the clerk of court or sheriff and (2) filing appropriate motions with the trial court to obtain such services pursuant to the exemption or without prepayment. JAC shall not reimburse Vendor for charges paid to the court, the sheriff or the clerk or court, in relation to services for which Attorney was statutorily exempt pursuant to s. 28.345, F.S., or the indigent client was entitled to receive without prepayment pursuant to s. 57.081, F.S.

15. Attorney is not permitted to obtain due process services for his or her court-appointed or indigent for costs clients from a due process provider or other business entity of which Attorney or Attorney's spouse or child is an officer, partner, director, or proprietor or in which Attorney or Attorney's spouse or child, or any combination of them, has a material interest in any form whatsoever. Attorney is not permitted to solicit or accept anything of value to Attorney, including a gift, loan, reward, promise of future employment, favor, or service, from a due process provider or other business entity who provides due process services to Attorney's court-appointed or indigent for costs clients. Vendor specifically waives the right to any compensation for due process services in any form whatsoever where Attorney obtains services in violation of this subparagraph.

16. Vendor agrees not to pay, offer or give anything of value to Attorney, including a gift, loan, reward, promise of future employment, favor, or service, as consideration or other remuneration for providing services in court-appointed or indigent for costs cases. Vendor specifically waives the right to any compensation for due process services in any form whatsoever where Vendor has acted in violation of this subparagraph.

III. COMPENSATION

1. Vendor shall be paid in accordance with the compensation rates established by law unless there is a court order specifically directing otherwise.

2. Pursuant to s. 27.425 and s. 27.5305, F.S., the rates for due process services are established annually in the General Appropriations Act. To the extent that there are no rates adopted by the General Appropriations Act for a type of service in a particular judicial circuit, JAC may adopt maximum rates which will be posted on the JAC website. For purposes of this Agreement, the phrase "Established Rates" is defined as the rates established annually in the General Appropriations Act and the rates established by JAC where there are no rates established by the General Appropriations Act. The Established Rates are subject to change and may be amended from time to time during the course of this Agreement. It is Vendor's responsibility to remain informed of changes and amendments to the Established Rates. The Established Rates shall be posted on JAC's website at www.justiceadmin.org.

3. Any order authorizing the expenditure of due process costs must list the service to be provided, the compensation rate for the due process providers where the rate sought exceeds the Established Rates and a maximum amount authorized. Any order not containing this information is not sufficient for payment purposes.

4. Any court order authorizing compensation rates in excess of the Established Rates must also find that Attorney made diligent efforts to obtain the due process services at the Established Rates.

5. JAC shall have standing to contest the authorization for any due process costs and the amount of said due process costs. Attorney shall have the burden to establish that the due process costs are reasonable and necessary to the defense of the case. In the event JAC was not given notice or an opportunity to be heard prior to the approval of said due process costs, JAC is entitled to have any order authorizing due process costs vacated.

6. Prior to providing any services, Vendor is responsible for verifying that the services are performed pursuant to a court order that meets the requirements of this Agreement.

7. Overpayments by JAC of vendor fees, costs, or expenses are subject to full recovery by JAC. The method of recovery is at the discretion of JAC and may include, but not be limited to, offsets against future payments, direct reimbursement of overpayment to JAC by Vendor, or any other remedies available to a creditor by law.

8. The State of Florida and JAC's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Legislature. Further, JAC's performance under this Agreement is also contingent upon compliance by Vendor and Attorney with JAC's Policies and Procedures (JAC Policies and Procedures).

9. Vendor shall hold JAC harmless from any and all liability which might arise from any dispute or litigation as a result of a payment by JAC or disputes with Attorney.

10. Vendor acknowledges that for purposes of calculating interest penalties, an invoice is not considered payable until it is properly billed to JAC. Attorney is responsible for reimbursement to JAC for any costs such as an interest charge, loss of prompt payment discount, or other costs or expenses to JAC due to delay in payment of a due process invoice attributable to Attorney's error. Attorney and Vendor shall attempt to resolve any dispute between them without JAC intervention.

11. JAC shall only pay for actual services provided by due process providers that are reasonably necessary for the defense of the case. JAC has no responsibility for and will not pay for any cancellation fees or loss of business charges.

12. For Vendors with a place of business outside the State of Florida, JAC shall not pay any travel expenses including compensation for travel time unless there is a court order specifically finding there are no such due process providers with appropriate skills or expertise available within the State of Florida.

13. JAC shall not prepay or provide a retainer to Vendor. If Vendor requires prepayment or a retainer, Attorney must pay the amount and seek reimbursement only after Vendor has completed the services for which the prepayment or retainer was paid. Attorney shall only be reimbursed the amount necessary to compensate Vendor at the appropriate hourly rate irrespective of the amount of the retainer.

IV. OCCUPATIONAL AND PROFESSIONAL LICENSES

It shall be the sole responsibility of Vendor to comply with all applicable federal, state, county, and municipal statutes, ordinances, rules, and regulations in the performance of Vendor's obligations under agreement with Attorney.

V. INDEPENDENT CONTRACTOR

This Agreement is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture, or association between JAC and Vendor. Vendor is, and shall at all times be, deemed an independent contractor and shall be wholly responsible for the manner in which Vendor performs the services for Attorney. Vendor exclusively assumes responsibility for the acts of Vendor's employees, agents, subcontractors, and all others acting at the direction of or on behalf of Vendor, as they relate to the services to be provided to the Attorney or billing activities under this Agreement. Vendor and Vendor's agents and employees shall not be entitled to any rights or privileges of employees of the State of Florida including, but not limited to, compensation insurance, malpractice insurance, and unemployment insurance as a result of this Agreement.

VI. NO ASSIGNMENT

Vendor shall not delegate or assign this Agreement or compensation owed to Vendor under this Agreement.

VII. BILLING REQUIREMENTS FOR DUE PROCESS COSTS OTHER THAN ATTORNEY'S FEES

1. Attorney or Vendor shall submit to JAC all bills for due process costs within ninety days after final disposition of the case. The filing of an appeal does not stay the time for submitting a bill relating to representation at the lower court level even if Attorney represents the Client on appeal. For any bill submitted to JAC more than 90 days after final disposition, in accordance with s. 27.5304, F.S., the allowable due process costs shall be reduced by 15 percent. The reduction is a contractual penalty for failing to submit a bill in a timely fashion as required by s. 27.5304, F.S. A bill shall not be deemed submitted to JAC until all of the documents required under JAC Policies and Procedures have been received by JAC. For cases that reached final disposition prior to May 24, 2007, May 24, 2007 shall be deemed to be the date of final disposition for purposes of this sub-paragraph.

2. For cases for which disposition occurs on or after July 1, 2010 and where any bill is submitted to JAC more than 1 year after final disposition, in accordance with s. 27.5304, F.S., the allowable due process costs shall be reduced by 50 percent. The reduction is a contractual penalty for failing to submit a bill in a timely fashion as required by s. 27.5304, F.S. A bill shall not be deemed submitted to JAC until all of the documents required under JAC Policies and Procedures have been received by JAC.

3. For cases for which disposition occurs on or after July 1, 2010 and where any bill is submitted to JAC more than 2 years after final disposition, in accordance with s. 27.5304, F.S., the allowable due process costs shall be reduced by 75 percent. The reduction is a contractual penalty for failing to submit a bill in a timely fashion as required by s. 27.5304, F.S. A bill shall not be deemed submitted to JAC until all of the documents required under JAC Policies and Procedures have been received by JAC.

4. For purposes of this Agreement, the term "disposition" means:

a. At the trial court level, that the court has entered a final appealable judgment, unless rendition of judgment is stayed by the filing of a timely motion for rehearing. The filing of a notice of appeal does not stay the time for submission of an intended billing; and

b. At the appellate court level, that the court has issued its mandate.

5. In the event a bill from Vendor is subject to this penalty due to Attorney's failure to submit the billing in a timely fashion, Attorney bears legal responsibility for the penalty set forth in subparagraphs 1, 2, and 3.

6. Vendor shall comply with all the requirements of this Agreement, Florida Statutes, local Administrative Orders, JAC Policies and Procedures, and applicable

court orders, and shall submit requests for compensation on applicable JAC forms to obtain compensation for services rendered pursuant to this Agreement. The JAC Policies and Procedures are incorporated into this Agreement by reference and can be found at JAC's website at www.justiceadmin.org. JAC Policies and Procedures may be amended from time to time during the course of this Agreement. It is the Vendor's sole responsibility to remain informed of changes and updates to JAC Policies and Procedures.

7. Invoices presented by Vendor shall be certified by Attorney assigned to the case. Vendor shall bill for all cases under one tax identification number. Vendor shall execute a new contract if Vendor changes tax identification number or moves to a new firm. Any sharing of compensation with prior firms or future firms is the responsibility of Vendor.

8. Vendor's invoices for fees, costs, or expenses shall be supported by documentation that includes, but is not limited to, the Order of Appointment if court-appointed counsel, or an Order of Determination of Indigent Status where the Client has been found indigent for costs.

9. All due process costs must be authorized by court order, unless the express terms of the Florida Statutes, the General Appropriations Act or JAC Policies and Procedures specifically state prior court approval is not required. A copy of this order shall be attached to Vendor's invoice for payment.

10. In the event Vendor is seeking compensation rates in excess of the Established Rates, due process costs must always be authorized by a court order.

11. Vendor shall only bill in hours and tenths of hours and services shall be listed in chronological order beginning with the date of procuring the services. Vendor shall not bill for services in a single entry across multiple dates.

12. Vendor shall provide detailed invoicing for each service or activity listed on the invoice, including but not limited to, the date of service, the increment of time associated with the service or activity, the identification of documents and materials, the number of pages, and the names of deponents and witnesses interviewed, as applicable.

13. Vendor shall neither seek nor accept payment for a billing before JAC has completed review of a properly presented invoice. The JAC billing audit deficiency form is an instrument used to convey that a billing is deficient and does not serve as JAC's letter of objection or no objection to billing submitted by the Vendor.

14. Vendor agrees to not object or otherwise contest any request by JAC to appear telephonically at any hearing or other judicial proceeding related to due process costs or other reimbursable expenses.

VIII. RECORD RETENTION/AUDIT

Vendor shall keep detailed records to enable JAC to verify all costs, expenses, and vendor's time expended providing services. The records shall include supporting documentation necessary to adequately evaluate and substantiate payments made under this Agreement. Vendor agrees to retain and make available for inspection and audit at Vendor's place of business, upon reasonable notice, all books, statements, ledgers and other financial records relating to services under this Agreement for a period of five (5) years from the date of each payment, or until all Federal or State audits that may relate to each payment are complete for the applicable fiscal year, whichever is later, unless ordered sealed by the Court.

IX. TERMINATION

1. JAC shall have the right to terminate this Agreement immediately if, in its sole opinion, Vendor or Vendor's agents or employees fail to comply with the terms of this Agreement. Such failure shall constitute a material breach of this Agreement by Vendor. In the event of breach of duty in a case by Attorney, Attorney shall not be entitled to payment of Vendor fees, costs, and expenses for work performed except by court order.
2. Except as provided in paragraph 1, upon thirty (30) days written notice, JAC or Vendor may without cause terminate this Agreement.
3. Vendor is not eligible for direct payment by JAC in the event of termination of this Agreement, unless JAC executes a new agreement with Vendor. If Vendor is retained in a case after termination of this Agreement, Vendor shall not seek payment for fees, costs, or related expenses directly from JAC and shall not motion the Court for the payment of same by JAC.
4. Notice of termination of this Agreement must be in writing and sent by certified or registered United States mail with return receipt requested to the last known address.
5. If the chief judge or other applicable local authority suspends Vendor, JAC shall suspend this Agreement. Vendor is not eligible for direct payment of fees, costs, and expenses by JAC during the period of suspension.

X. NO WAIVER/GOVERNING LAW

1. No waiver by either party of any existing default by the other party shall be deemed to waive any subsequent default. All rights hereunder are cumulative, not alternative, and are in addition to any other rights given by law. The validity, construction, and interpretation of this Agreement shall be governed by the laws of the State of Florida and the Florida Constitution.

2. Any action arising over any dispute over performance or other terms of this Agreement may only be maintained in the Florida state courts. Venue for all equitable or legal actions arising from or related to this Agreement wherein JAC or the State of Florida is a named party shall be in the appropriate state court in Leon County, Florida. The parties waive any right to jury trial.

3. For purpose of the applicable statute of limitation under general law, any cause of action for compensation in relation to attorney's fees, due process costs, or related expenses for a court-appointed case accrues on the date the case reached final disposition notwithstanding any appeals. For purposes of this paragraph final disposition means:

a. At the trial court level, that the court has entered a final appealable judgment, unless rendition of judgment is stayed by the filing of a timely motion for rehearing. The filing of a notice of appeal does not stay the time for submission of an intended billing; and

b. At the appellate court level, that the court has issued its mandate.

4. Vendor waives the right to seek compensation in relation to due process costs once the statute of limitation has expired.

XI. SEVERABILITY

The terms and conditions of this Agreement shall be deemed to be severable. If any clause, term, or condition herein shall be held to be illegal or void, such determination shall not affect the validity or legality of the remaining terms and conditions. Notwithstanding any such determination, this Agreement shall continue in full force and effect unless a particular clause, term, or condition held to be illegal or void renders the balance of the Agreement impossible to perform.

XII. AMENDMENT OF AGREEMENT

This Agreement expresses the understandings of the parties concerning all matters covered. No changes or additions to this Agreement or the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents, or employees, shall be valid unless in the form of a written amendment executed by the parties.

XIII. MISCELLANEOUS PROVISIONS

1. Vendor shall affix Attorney's name, bar number, and case number on all case related communications addressed to JAC.

2. Vendor shall keep JAC informed at all times of Vendor's current name, address, telephone and facsimile numbers, email address, and tax identification number. Notification of changes shall be provided in writing to JAC.

3. Vendor shall maintain sufficient internet capability, including an e-mail account, to communicate with JAC under this Agreement. Vendor agrees to accept communications including billing audit deficiency forms and Letter of Objections or No Objection via e-mail.

4. Vendor shall participate in a direct-deposit program under which Vendor authorizes the transfer of funds electronically to an account in Vendor's name at a federal-chartered or state-chartered financial institution. If Vendor seeks an exemption from this provision, Vendor must submit in writing a request for exemption specifically delineating why Vendor cannot comply with this provision. JAC may exempt Vendor from compliance with this provision only if JAC determines that participation in a direct-deposit program creates a financial hardship for Vendor.

5. To obtain reimbursement for travel expenses for Vendor, due process providers, or witnesses, Attorney and Vendor must follow the requirements set forth in s. 112.061, F.S.; the Department of Financial Services (DFS) Regulations; and JAC Policies and Procedures. JAC's specific travel procedures are posted on the JAC's website and Vendor shall abide by these procedures. Vendor may bill only for authorized travel expenses. Attorney must obtain a court order identifying the approved traveler and the purpose of the travel. Any time spent making travel arrangements and preparing travel vouchers is considered clerical work and is therefore not billable. Attorney and Vendor must submit a completed DFS approved travel voucher with any request for reimbursement for travel expenses including but not limited to any request for reimbursement for mileage. When authorized, mileage will only be reimbursed for distances exceeding 50 miles one way. Reimbursement for mileage is limited to actual mileage traveled using a personal vehicle. JAC reimburses for the actual mileage incurred during a trip. When Vendor travels on multiple cases, the total amount of mileage billed across those cases cannot exceed the actual distance traveled. Vendor cannot seek reimbursement for the same mileage traveled in more than one case. Mileage must be apportioned appropriately so that Vendor receives compensation for the actual mileage traveled using a personal vehicle. Failure to submit a properly completed travel voucher constitutes a waiver of any right to obtain travel expenses.

XIV. ENTIRE AGREEMENT

This Agreement supersedes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms of this Agreement shall be predicated upon any prior representations or agreements, whether oral or written.

XV. THIS AGREEMENT CONSTITUTES A UNIFORM STATEWIDE AGREEMENT PROMULGATED BY JAC PURSUANT TO S. 27.40, F.S. THIS AGREEMENT MAY

NOT BE ALTERED, MODIFIED OR AMENDED EXCEPT THROUGH A SEPARATE AGREEMENT EXECUTED BY VENDOR AND AN AUTHORIZED REPRESENTATIVE OF JAC. IF ANY TERM OF THIS AGREEMENT IS ALTERED, MODIFIED, AMENDED OR OTHERWISE CHANGED TO DEVIATE FROM THE TERMS OF THE UNIFORM STATEWIDE AGREEMENT PROMULGATED BY JAC, THEN THIS AGREEMENT IS VOID AB INITIO IN ITS ENTIRETY NOTWITHSTANDING ANY EXECUTION BY AN AUTHORIZED REPRESENTATIVE OF JAC. ALTERATIONS, MODIFICATIONS, OR AMENDMENTS INCLUDE ANY HANDWRITTEN OR TYPOGRAPHICAL CHANGE OR DEVIATION OF ANY OF THE TERMS OF THE UNIFORM STATEWIDE AGREEMENT. PERFORMANCE BY JAC UNDER THIS AGREEMENT SHALL UNDER NO CIRCUMSTANCES WAIVE THIS PROVISION.

Please check here if Vendor has already registered for Electronic Funds Transfer/Direct Deposit through the Department of Financial Services.

Please check the box if ANY contact information below has changed.

Vendor hereby certifies that a Substitute Form W-9 has been submitted to the Florida Department of Financial Services. All vendors obtaining payment from JAC are required to submit their Substitute Form W-9 on DFS' Vendor Website at <https://flvendor.myfloridacfo.com>.

Vendor:

_____	_____
Signature – Vendor	Date
_____	Type Name of Vendor
_____	Legal Entity (if applicable)
_____	Mailing Address
_____	City, State, and Zip Code
_____	Email Address
_____	Telephone Number
_____	Facsimile Number

Payment by JAC under this Agreement may only be made to Vendor or the Legal Entity to whom Vendor is associated. Vendor designates that payment by JAC under this Agreement shall be made to:

_____ Name (Vendor or Legal Entity)
_____ Tax Identification Number *

Federal Tax I.D. Social Security Number

*** A DFS SUBSTITUTE FORM W-9 FOR THE PAYEE MUST BE ON FILE WITH DFS.**

STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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