CHECKLIST FOR ALL VENDORS

TO REDUCE DELAYS OR POSSIBLE DENIAL OF PAYMENT FOR YOUR SERVICES, PLEASE REVIEW THE CHECKLIST BELOW BEFORE MAILING US YOUR CONTRACT:

HAVE YOU…

☐ verified all information on your contract is correct (name, geographic location, contact info)?

☐ filled in any missing information on signature page, including Social Security Number or Employer Identification Number (EIN)? (NOTE: If your EIN is associated with a company or business, that name will also need to be included on your contract)

☐ electronically filed a ‘Substitute Form W-9’ with the Florida Department of Financial Services (DFS)? If not, please immediately visit the DFS website to create a profile and upload the information for your ‘Substitute Form W-9’. The DFS website is at: https://flvendor.myfloridacfo.com (NOTE: If you have any questions, please contact the Fiscal Office at 727-464-6455)

☐ sent a hard copy of your ‘Substitute Form W-9’ to our Fiscal Office? If not, please mail a copy of this Form to: Pinellas County Justice Center, 14250 49th Street N., Room 2H, Clearwater, FL 33762, ATTN: Fiscal Office.

☐ registered as a vendor with the State of Florida? If not, you must register with My Florida Marketplace. The registration process to complete is at: http://www.dms.myflorida.com then >Business Operations >State Purchasing >MyFloridaMarketPlace >MFMP Vendors

☐ double checked that your name, address, and Social Security Number or EIN reflected on your contract matches the information you provided electronically to DFS; by hard copy to the Fiscal Office; and vendor registration?

If ‘YES’ to all of the above, please mailed the signed original contract to Court Counsel’s Office. Thank you!

The Checklist above is also posted for your convenience on our website at: http://www.jud6.org/LegalCommunity/CourtContractedServices.html.

Office of Court Counsel – Sixth Judicial Circuit
5/7/12 – updated 2/19/14; 12/29/14