

## MEMORANDUM

**TO:** Trial Court Administrators

**FROM:** Jackie Knight, Finance & Accounting Manager

**DATE:** April 11, 2011

**SUBJECT:** Clarification of Substitute Form W-9 Requirements

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This memorandum is in follow-up to the Agency Addressed Memorandum from the Department of Financial Services (DFS) dated March 18, 2011, with regard to the Florida Substitute Form W-9 Requirements. All vendors (old and new) are required to submit their electronic Substitute Form to the Department of Financial Services on their vendor website at <https://flvendor.myfloridacfo.com>. Vendors who previously submitted paper forms to the OSCA Finance & Accounting Office, do not have to submit another paper form - only the electronic form is required. However, new vendors who have not previously submitted a paper form are required to submit both the paper form to the OSCA Finance & Accounting Office and an electronic version to DFS.

Our office maintains the responsibility for creating new vendors in the Statewide Vendor File for the Branch, which is why the paper form is still necessary. The electronic format does not interface with FLAIR, so without the paper form completed, the vendor will have a record for Internal Revenue Service reporting, but not for FLAIR transactions that are necessary to generate payments to the vendor.

Please let me know if you have any questions.