

# Florida Timber Recovery Grant Program

How to sign up with MyFlorida CFO Guide

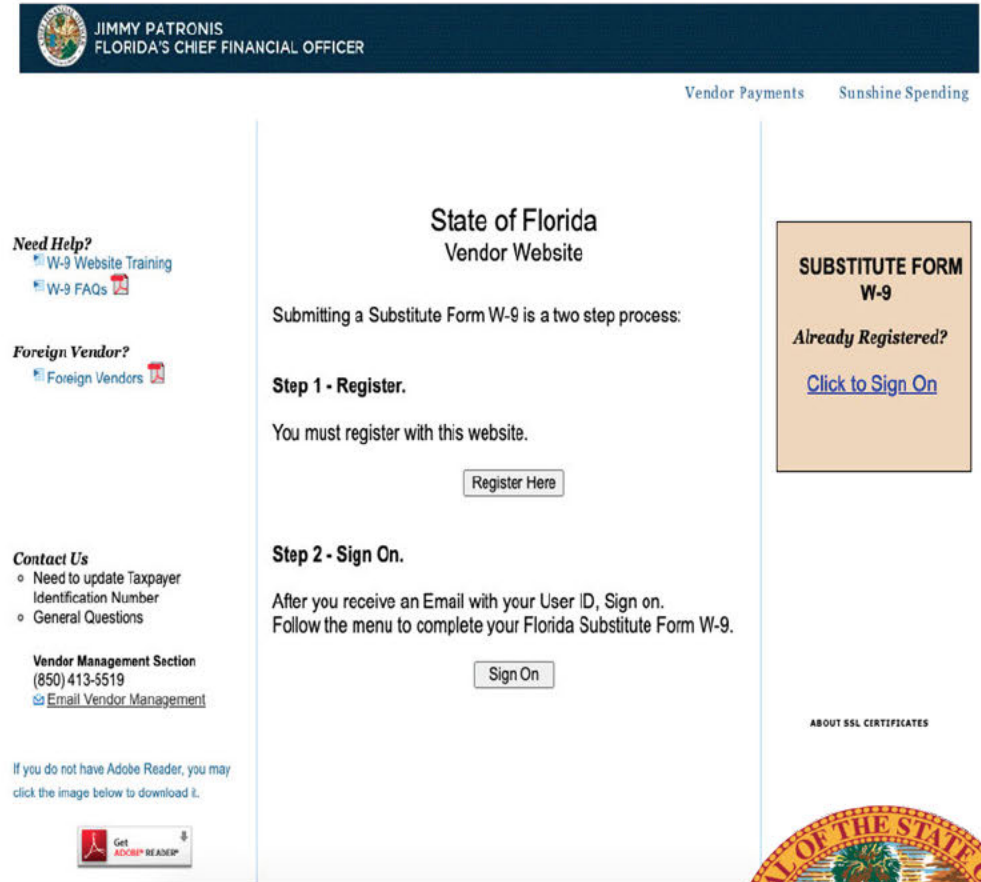


THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT  
FLORIDA FOREST SERVICE



# Go to Florida CFO website

- Applicants must register through the **MyFloridaCFO** system.
- Registration takes about 5-10 minutes
- **MyFloridaCFO:** <https://flvendor.myfloridacfo.com/>



The screenshot shows the State of Florida Vendor Website registration page. At the top, it features the logo of Jimmy Patronis, Florida's Chief Financial Officer, and navigation links for "Vendor Payments" and "Sunshine Spending". The main heading is "State of Florida Vendor Website". Below this, it states "Submitting a Substitute Form W-9 is a two step process:".

**Step 1 - Register.**  
You must register with this website.  
A "Register Here" button is visible.

**Step 2 - Sign On.**  
After you receive an Email with your User ID, Sign on.  
Follow the menu to complete your Florida Substitute Form W-9.  
A "Sign On" button is visible.

On the left side, there are links for "Need Help?" (W-9 Website Training, W-9 FAQs) and "Foreign Vendor?" (Foreign Vendors). Below that is a "Contact Us" section with links for "Need to update Taxpayer Identification Number" and "General Questions". Further down is the "Vendor Management Section" with the phone number (850) 413-5519 and a link for "Email Vendor Management". At the bottom left, there is a note about downloading Adobe Reader.

On the right side, there is a box titled "SUBSTITUTE FORM W-9" with the text "Already Registered?" and a "Click to Sign On" link. Below this box is a link for "ABOUT SSL CERTIFICATES".



# Step 1: Register

- Start by clicking on “Register Here”

JIMMY PATRONIS  
FLORIDA'S CHIEF FINANCIAL OFFICER

Vendor Payments Sunshine Spending

State of Florida  
Vendor Website

Submitting a Substitute Form W-9 is a two step process:

**Step 1 - Register.**  
You must register with this website.  
[Register Here](#)

**Step 2 - Sign On.**  
After you receive an Email with your User ID, Sign on.  
Follow the menu to complete your Florida Substitute Form W-9.  
[Sign On](#)

**SUBSTITUTE FORM W-9**  
*Already Registered?*  
[Click to Sign On](#)

**Need Help?**  
[W-9 Website Training](#)  
[W-9 FAQs](#)

**Foreign Vendor?**  
[Foreign Vendors](#)

**Contact Us**  
◦ Need to update Taxpayer Identification Number  
◦ General Questions

**Vendor Management Section**  
(850) 413-5519  
[Email Vendor Management](#)

If you do not have Adobe Reader, you may click the image below to download it.


Get ADOBE READER

ABOUT SSL CERTIFICATES



# Step 2: Profile Registration

- Under the Taxpayer Identification Number (TIN) section, select the box most appropriate with the way you are applying for the grant.
- If you are applying as a single person/sole proprietor, select “Social Security Number (SSN)”
- If you are applying as a business entity, partnership, etc, select “Federal Employer Identification Number (FEIN)”
- Then complete the Contact Information Portion
- Then create the password for your account, pay careful attention to the requirements of your password (Marked in red) as you think about it. Write your password down somewhere to remember it.
- When complete, click “Register” at the bottom of the page

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FLORIDA'S CHIEF FINANCIAL OFFICER

Vendor Payments    Sunshine Spending

### Profile Registration

Complete the information below, then click "Register".  
Your registration will be processed and you will be sent an email from  
FLW9@myfloridaCFO.com containing your User ID.

*\* Required*

**Taxpayer Identification Number (TIN) \***

Federal Employer Identification Number (FEIN)  
 Social Security Number (SSN)

**IRS Name: \***   
(Do not use punctuation.)

---

**Contact Information**

**Name: \***

**Title** (This is required for business entities.) :

**Phone: \***

**Extn:**

**Email Address:** (Your User ID will be sent to this email.): \*

**Re-enter Email Address: \***

**Password Information**

- **Password will be case sensitive**
- **Must** be exactly eight (8) characters
- **Must** begin with a letter
- **Must** contain at least one uppercase letter (A-Z)
- **Must** contain at least one lowercase letter (a-z)
- **Must** contain at least one (1) number
- **May not** contain spaces
- **May not** contain any of the following characters: \$ ^ \* = " { }
- The first three characters **must** be different from each other
- We recommend that the password contain at least one special character (such as: &, @, %)

**Password: \***

**Re-enter Password: \***

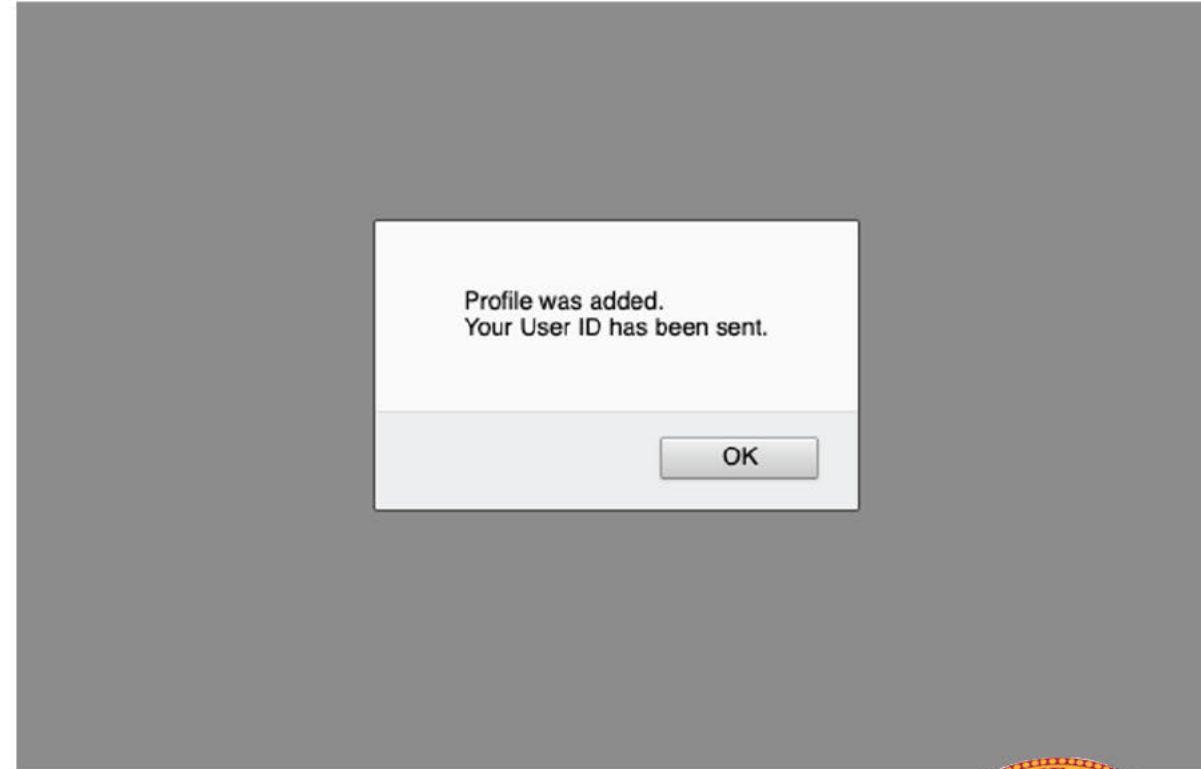
**Password Hint: \***

**NOTE:** You will be required to use your password on the Vendor website. Please make note.



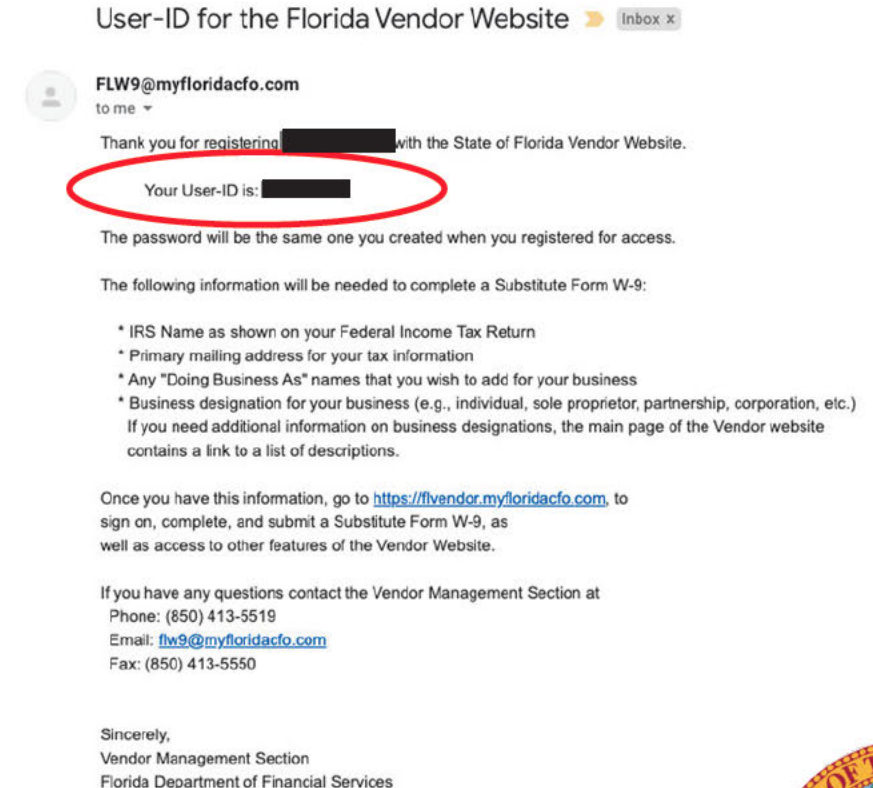
# Step 3: Check Email

- If you completed the previous page correctly and your password fit the required criteria, you will then see this pop up box in a new window.
- If nothing happens when you click “Register”, look carefully at your password. You will likely see a red comment that identifies a condition that failed to meet the criteria in your password.
- Take another look and try a new password, then click “Register” again.



# Step 4: Confirm receipt of email with ID#

- You should now have an email in your inbox that confirms you have registered with the Florida CFO vendor website.
- The critical information in this email is Your User-ID.
- It is located on the second sentence of the email, write this down or copy. You will now use this User-ID to “Sign on” to your account to complete your Substitute Form W-9.



# Step 5: Sign On from Main Page and Vendor Sign in Page

- Click “Sign On” from Main Page.
- Then on Vendor Sign in Page, input your User ID and Password.
- Then click “Sign On” again.

### Main Page

JIMMY PATRONIS  
FLORIDA'S CHIEF FINANCIAL OFFICER

Vendor Payments Sunshine Spending

Need Help?  
W-9 Website Training  
W-9 FAQs

Foreign Vendor?  
Foreign Vendors

Contact Us  
Need to update Taxpayer Identification Number  
General Questions

Vendor Management Section  
(850) 413-5519  
Email Vendor Management

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### Vendor Sign in Page

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FLORIDA'S CHIEF FINANCIAL OFFICER

Vendor Payments Sunshine Spending

Vendor Sign On

You cannot use your MyFloridaMarketplace User ID on this website.

User ID:

Password:  (Case Sensitive)

Sign-On

Click [Here](#) to Reset your Password.

Click [Here](#) for your Password Hint.

Click [Here](#) if you are not yet Registered.

Contact Us  
Forgot User ID  
Need to update Taxpayer Identification Number  
General Questions

Vendor Management Section  
(850) 413-5519  
Email Vendor Management

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# Step 6: Create Substitute Form W-9

- You are now signed into your account with the Florida CFO Vendor Website.
- Your next step will be to submit or update your Substitute Form W-9.
- Click on “Florida Substitute Form W-9”.

The screenshot shows the top navigation bar with the text "JIMMY PATRONIS FLORIDA'S CHIEF FINANCIAL OFFICER" and links for "Vendor Payments" and "Sunshine Spending". The main content area is titled "State of Florida Main Menu" and includes several menu items: "Florida Substitute Form W-9" (with a sub-link "Submit or Update your Substitute Form W-9"), "Payment History for Vendors" (with a sub-link "View your payments (warrants and EFT's) from the State of Florida."), "Direct Deposit (EFT) for State Payments" (with a sub-link "Link to Direct Deposit webpage and print Direct Deposit Authorization Form."), and "MyFloridaMarketPlace (MFMP)" (with a sub-link "MFMP is the State's online purchasing system."). On the left side, there are sections for "Need Help?" (with links for "W-9 Website Training" and "W-9 FAQs"), "Foreign Vendor?" (with a link for "Foreign Vendors"), and "Contact Us" (with links for "Need to update Taxpayer Identification Number" and "General Questions"). Below these is the "Vendor Management Section" with the phone number "(850) 413-5519" and a link for "Email Vendor Management". At the bottom left of the screenshot, there is a note: "If you do not have Adobe Reader, you may click the image below to download it." followed by a "Get Adobe Reader" button.





# Step 7: Complete New Substitute Form W-9

- To the right you will see the screen that you should be at now.
- To get started, click on “Complete New Substitute Form W-9”

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FLORIDA'S CHIEF FINANCIAL OFFICER

Vendor Payments    Sunshine Spending

## Florida Substitute Form W-9

Below is a listing of your menu options and the current status of your Substitute Form W-9.

**Current Status:**  
*You have not submitted a Substitute Form W-9 to the State of Florida*

**Menu Options:**

- ▶ Complete New Substitute Form W-9
- ▶ Update Profile Information
- ▶ Logout of W-9 System

**Need Help?**

- ▶ W-9 Website Training
- ▶ W-9 FAQs

**Foreign Vendor?**

- ▶ Foreign Vendors

**Contact Us**

- Need to update Taxpayer Identification Number
- General Questions

**Vendor Management Section**  
(850) 413-5519  
▶ [Email Vendor Management](#)

If you do not have Adobe Reader, you may click the image below to download it.


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# Step 8: Part 1 of 3

- You should see this page which populates your SSN or FEIN #, and also your IRS name.
- If your business arrangement has a “Doing Business as Name (DBA)” input that here.
- Then select the Primary Address Location
- Then input the Address, City, State, and Zip Code



 **JIMMY PATRONIS**  
FLORIDA'S CHIEF FINANCIAL OFFICER

Vendor Payments    Sunshine Spending

 **State of Florida**  
Chief Financial Officer  
Department of Financial Services  
Bureau of Accounting  
200 East Gaines Street  
Tallahassee, FL 32399-0354  
Telephone: (850) 413-5519 Fax: (850) 413-5550

**Substitute Form W-9**

In order to comply with Internal Revenue Service (IRS) regulations, we require taxpayer identification information. This information will be used to determine whether you will receive a Form 1099 for payment(s) made to you by an agency of the State of Florida, and whether payments are subject to Federal withholding. The information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

Taxpayer Identification Number (SSN): XXXXXXXXXX

*\* Required*

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**PART 1**

IRS Name:     Doing Business As Name:

(first 40 characters exactly as shown on your tax return)

**\* Primary Address Information** (Address where Form 1099 should be mailed)

United States (Includes U.S. Possessions & APO/FPO/DPO)  
 Foreign Country

Attention of:     In Care of:

Address:     City:

State:     Zip Code:  -



# Step 8: Part 2 of 3

- For your Business Designation, please select the option that is most appropriate for your arrangement.
- If you are applying in your personal name for your timber stands, you would select “Individual” or “Sole Proprietor.”

PART 2

\* Business Designation

(click [here](#) for Business Designation definitions)

- |   |   |  |
|---|---|--|
| <input type="radio"/> C Corporation                 | <input type="radio"/> Nonresident alien   | <input type="radio"/> Indian Tribal Government   |
| <input type="radio"/> S Corporation                 | <input type="radio"/> Partnership   | <input type="radio"/> Non-Corporate Rental Agent |
| <input type="radio"/> Government Entity             | <input type="radio"/> Limited Liability Company <input type="text" value="Pick One"/> | <input type="radio"/> Individual                 |
| <input type="radio"/> Foreign Corporation or Entity | <input type="radio"/> Sole Proprietor   | <input type="radio"/> Trust or Estate            |
| <input type="radio"/> Not for Profit                |   |  |



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# Step 8: Part 3 of 3

- For your Certification Statement, select which scenario applies to you regarding back up withholding.
- Then confirm your Preparer data.
- If all looks correct, then type in your password and click on “Submit”. You should then be directed to a screen that confirms you completed the Form W-9. Click “Ok.”

**PART 3 Certification Statement**

(click [here](#) for Backup Withholding explanation)

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer information **AND**
2.  I am subject to backup withholding **OR**  
 I am not - subject to backup withholding because:  
(a) I am exempt from backup withholding  
(b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or  
(c) the IRS has notified me that I am no longer subject to backup withholding **AND**
3. I am a U.S. citizen or other U.S. person (including U.S. resident alien)

**Certification Instructions:** To certify the statement above, complete your information below, as preparer, and then re-enter your password to submit your electronic signature.

Preparer's Name: \*  (first last)      Preparer's Title:  (required for business entities)

Telephone Number: \*       Extn:       Email: \*

NOTE: Please review the information you have provided above on your Form W-9 before submitting it. The information you provided will be sent to the Internal Revenue Service for verification. During this verification process, which takes approximately 4 days, you cannot make any changes to your Form W-9. You will receive an email when the verification process is complete.

Password: \*            

Thank you for completing your Florida Substitute Form W-9. The Vendor Management Section will send you an email within 4 business days regarding your verification.



# Step 9: IRS / TIN Matching

- You have completed the registration with the Florida CFO website and also completed the Substitute Form W-9!
- It will take 4 business days for the system to check/review all of your information, then notify you via email that all is accurate.
- Your last step for this process will be to click on “Current” under the Menu Options section, under “View / Print Substitute Form W-9.”



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The screenshot shows the Florida CFO website interface. At the top, it identifies Jimmy Patronis as Florida's Chief Financial Officer. Navigation links for "Vendor Payments" and "Sunshine Spending" are visible. The main heading is "Florida Substitute Form W-9". Below this, a message states: "Below is a listing of your menu options and the current status of your Substitute Form W-9." The "Current Status" section indicates that the user's IRS Name / TIN combination has been submitted and is pending verification. The "Menu Options" section includes links for "Update Substitute Form W-9", "View / Print Substitute Form W-9" (with sub-links for "Current" and "Historical Verified W-9s"), "Add / Update Doing Business As Names", "Update Profile Information", and "Logout of W-9 System". A sidebar on the left contains sections for "Need Help?" (with links to W-9 Website Training and W-9 FAQs), "Foreign Vendor?" (with link to Foreign Vendors), "Contact Us" (with links to update Taxpayer Identification Number and General Questions), and "Vendor Management Section" (with link to Email Vendor Management). A footer note mentions Adobe Reader and provides a download link. The footer also contains copyright information for 2010 and links for Privacy and Accessibility.



# Step 10: Send W-9 to your Account Manager

- This will open a copy of your Substitute Form W-9.
- Save this file and email it to your account manager to add to your application.



**State of Florida**  
Chief Financial Officer  
Department of Financial Services  
Bureau of Accounting  
200 East Gaines Street  
Tallahassee, FL 32399-0354  
Telephone: (850) 413-5519 Fax:(850) 413-5550

**Substitute Form W-9**

In order to comply with Internal Revenue Service (IRS) regulations, we require Taxpayer Identification information that will be used to determine whether you will receive a Form 1099 for payment(s) made to you by an agency of the State of Florida, and whether payments are subject to Federal withholding. The information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

Taxpayer Identification Number (SSN): [REDACTED]

IRS Name: [REDACTED]

Address: [REDACTED]

Business Designation: Individual

**Certification Statement:**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer information **AND**
2. I am **not** subject to backup withholding because:  
(a) I am exempt from backup withholding **or**  
(b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, **or**  
(c) the IRS has notified me that I am no longer subject to backup withholding **AND**
3. I am a U.S. citizen or other U.S. person (including U.S. resident alien)

Preparer's Name: [REDACTED]

Preparer's Title: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Date Submitted: 06/23/2020

