

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

Click on VIP Vendor Registration:

Complete
Company Name
Tax ID Type
Tax ID
Re-enter Tax ID
Select Register

- 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>.