

# MEDIATOR CONTRACT REQUEST FORM

Name of Person to Provide Services: \_\_\_\_\_

If Person to Sign Contract is Not the Person Providing Services, check box and provide name of Signator:

☐ \_\_\_\_\_

Is Contract to be in Name of a Person or Name of a Business Entity? If Business Entity, Federal ID# must be provided:

☐ Personal Name: \_\_\_\_\_ SS# Leave Blank – to be filled in on contract

OR

☐ Corporation/Business: \_\_\_\_\_ Federal ID # \_\_\_\_\_  
(Business Name must be exactly as registered with the Florida Department of State)

Contractor's Address: \_\_\_\_\_  
\_\_\_\_\_

Contractor's E-mail Address: \_\_\_\_\_

Contractor's Phone: Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Check type of mediation services to be provided:

☐ Family ☐ Dependency ☐ County Civil ☐ Circuit Civil

Check county/counties in which mediation services will be provided:

☐ Charlotte ☐ Collier ☐ Glades ☐ Hendry ☐ Lee

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For Internal AOC use only:

Manager has verified by initialing the following:

**Certification:**

- \_\_\_\_\_ - Contractor is certified by the Florida Supreme Court as a mediator pursuant to Fla. R. Med. 10.100 and 10.110.
- \_\_\_\_\_ - **Proof of Mediator Certification is ATTACHED.** (required for audit purposes)

**Vendor Registration and W-9 Status**

(If vendor is providing ONLY circuit civil mediation, registration and W-9 is not required – this step may be skipped)

- \_\_\_\_\_ - Contractor has been advised that he/she must be registered as a vendor with the State of Florida, AND, if not having already done so, must submit a current W-9.
- \_\_\_\_\_ - **Contractor has been provided with a copy of "Steps for Becoming a Vendor with the State of Florida/20<sup>th</sup> Circuit."**
- \_\_\_\_\_ - **Copy of W-9 or e-mail from State of Florida informing Vendor of W-9 status is ATTACHED.** (required for AOC payment purposes)

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

## **Steps for becoming a vendor with the State of Florida/20<sup>th</sup> Circuit**

Step 1: Go to <https://flvendor.myfloridacfo.com> and click on the link on the right hand side titled 'Click here to Register'. You will need the following information below.

- Taxpayer Identification Number
- Business Name (as it appears on their tax return)
- Primary Mailing Address for their tax information
- Business Designation
- E-mail Address
- Telephone Number

When you have completed and submitted your profile registration on the website, you will receive an e-mail containing your User ID. If you do not receive an e-mail, you can contact the Vendor Management Section at (850) 413-5519 or send an e-mail to [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com).

Step 2: Once you receive your User ID via email, you will need to return to the website <https://flvendor.myfloridacfo.com> to complete your registration. You will follow the prompts to complete the Substitute W-9 form electronically. When the Substitute W-9 form has gone through the verification process you will receive an e-mail from the Vendor Management Section of the DFS informing you of your W-9 status and whether or not your submission was successful. If you have not received an e-mail after six business days, you will need to call the Vendor Management Section at (850) 413-5519 or e-mail [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com). Even though your e-mail states that you have completed the process you must also complete step 3 to register as a vendor with the State of Florida.

Step 3: Go to My Florida Market Place via <https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e1s1> and register as a new vendor. In My Florida Market Place, you must register with the exact same name that is associated with your tax identification or social security number. This is also the exact same name you should have used when you submitted your W-9 electronically via the DFS website.

Step 4: Return a copy of the W-9 confirmation which you received after Step 2 was completed successfully as well as a copy of the attached form W-9 to the Division Manager. Upon receipt your information will then be forwarded to the Office of General Counsel for preparation of a contract, if approved.