

The Department will reimburse actual copying or reproduction costs, not to exceed the following limits:

- Hard copies at \$1.00 per written page for the first 25 pages and \$.25 per written page thereafter
- X-Rays and other photographs or images at \$10.00 per x-ray or image
- Electronic records from scanning, digital imaging or other digital format at \$10.00 per filled CD Rom, DVD or other storage media.

Additional fees or charges will not be paid. The Record's Custodian will be required to appear with the records as stated in the subpoena if the charges exceed those as indicated above.

To receive payment for copies of medical records, you must comply with the following:

- 1) If you have never received payment from the Department of Health you **must** register as a vendor with the State of Florida using internet registration at: <https://vendor.myfloridamarketplace.com>. If you have previously received payment from the Department of Health for medical records and none of your information (address, FEID, etc.) has changed since your last payment, you do not need to register and may proceed to step 2.
- 2) Submit a proper invoice that includes:
 - a) Name and address where medical copies are sent
 - b) Appropriate billing address
 - c) If hard copy records, an itemized break out of the number of pages being charged (for example: 25 pages @ 1.00 = 25.00 & 5 pages @ .25 = 1.25 for a total of 26.25)
 - d) If electronic records, an itemized break out of the number of pages/images included on the CD or DVD, not to exceed \$10.00 per filled CD/DVD.
 - e) DOH case number (listed on the subpoena, if one was issued)
 - f) Federal tax identification number of physician or facility
 - g) Subpoena number (if applicable)
- 3) Send copies of medical records and invoice to:

Department of Health
Consumer Services Unit
4042 Bald Cypress Way, Suite 225.01
Tallahassee, FL 32399-3275

How to Get Paid Registration Process

MyFlorida marketplace Customer Service Desk 1-866-352-3776

Email: vendorhelp@myfloridamarketplace.com

Vendors doing business with the State of Florida are required to register in the MyFloridaMarketplace (MFMP) system. To register as a vendor with the State of Florida, you will need to register using the Internet registration at <https://vendor.myfloridamarketplace.com>.

Frequently asked Questions:

1. What type of information is needed to register?
 - Company name and contact information
 - Your tax id number and type—Federal Employee Identification Number (FEID) or Social Security Number
 - Tax filing information
 - W-9
 - Location information
2. What if I don't have all the required information to complete registration?
 - The system auto-saves data as you move from one page to the next. You can return to the registration pages at any time using the username and password created during your first login.
3. Can I edit my information at a later time?
 - You can revisit the registration form as often as needed to update or correct previously submitted information. However, the specific data that vendors cannot edit include the tax ID and 1099 name. You will need to contact the Customer Service Desk to assist with these changes or corrections.
4. How do I receive payments faster?
 - To receive your payment timely you may also enroll in direct deposit during your registration.

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), 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 a 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 (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,