



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

Post Office Box 1654 (32302)
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
Toll Free (866) 355-7902
FAX (850) 488-8944
Toll Free FAX (866) 355-7906

www.justiceadmin.org

To: Registry Attorneys
From: JAC Legal
Date: June 21, 2012
RE: Electronic Access to Agreements

COMMISSIONERS

Dennis Roberts, Chair
Public Defender
Diamond R. Litty
Public Defender
Jerry Hill
State Attorney
Brad King
State Attorney

1. Necessary Documents.

PLEASE BE AWARE THAT AS PART OF SUBMITTING YOUR JAC ATTORNEY AGREEMENT YOU MUST CERTIFY THAT YOU HAVE SUBMITTED AN APPLICATION FOR DIRECT DEPOSIT/ELECTRONIC FUNDS TRANSFER (EFT) AND A SUBSTITUTE FORM W-9 TO THE DEPARTMENT OF FINANCIAL SERVICES (DFS).

2. Court Appointed Registries and JAC Attorney Agreements.

For those circuits that have provided JAC with an updated registry, JAC Attorney Agreements are now available on JAC's secure website. JAC expects that a substantial number of attorneys will be signing on and consequently, there may be some delay due to the volume. In the event you have difficulty logging on, please try again later.

Please be advised that a JAC Attorney Agreement cannot be executed until JAC receives confirmation from the circuit that the attorney has been approved for inclusion in one or more court appointed registries. Because of the statutory changes adopted this legislative session, individual circuits may take longer than usual in finalizing their registries. **Please do not contact the JAC Help Desk or Contracts Section with questions regarding when a particular circuit will finalize its registry.**

Once JAC receives updated registry information from a circuit, JAC's Contract Section will email the attorneys approved for the registry advising them that they can access and execute the JAC Attorney Agreement through JAC's secure website.

a. JAC's "My Access".

Registry attorneys who have not already set up electronic access with JAC (My Access) need to do so before they can execute the JAC Attorney Agreement for the next fiscal year. Information on how to set up an account is available at:

<http://www.justiceadmin.com/login/Quick%20Reference%20Guide-Attorney%20Login.pdf>

Once you have accessed the secure website, in order to view the contracts you will click on the link for “Contracts” under “My Access.” Before electronically submitting your JAC Attorney Agreement, it will be helpful to complete two steps. As you complete the Agreement, you will be required to certify that you have submitted the Substitute Form W-9 and EFT application to DFS.

b. Substitute Form W-9.

If you have not already done so, you will need to submit a Substitute Form W-9 to DFS. If you submitted a Substitute Form W-9 last year and the information therein remains accurate, you do not need to resubmit the form. Information and the Substitute Form W-9 are available on DFS’s website at:

<https://flvendor.myfloridacfo.com/>

You will need to register through this website to submit your Substitute Form W-9 electronically to DFS. Once you have registered, you will be able to access the DFS vendor website to submit your Substitute Form W-9. If you have any questions regarding the Substitute Form W-9 or registering with DFS, you may contact DFS’s Vendor Management Section at (850) 413-5519 or FLW9@myfloridacfo.com.

c. Direct Deposit/Electronic Funds Transfer Form (EFT)

Next, if you have not already done so, you will need to submit an application for Direct Deposit/Electronic Funds Transfer (EFT) to DFS. Information and the forms necessary are available on DFS’s website:

http://www.myfloridacfo.com/aadir/direct_deposit_web/index.htm

Once completed, the form should be sent to:

Direct Deposit Section
Department of Financial Services
200 E. Gaines Street
Tallahassee, Florida 32300-0359

Please do not send these forms to JAC. JAC cannot process or review these forms.

PLEASE BE AWARE that the payee name in the JAC Attorney Agreement should match exactly with the Substitute Form W-9 and the EFT application in order for payments to be processed.