



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950

LAWTON CHILES, GOVERNOR


WILLIAM H. LINDNER, SECRETARY

July 14, 1997

Suite 335

MEMORANDUM No.: 3 (97 - 98)

TO: State Agency Purchasing Directors and Directors of Administration Addressed

FROM:  George C. Banks, CPPO
Director, State Purchasing

SUBJECT: Agencies' Use of Office of the Comptroller's
Federal Employer Identification Number 59-6001874

Comptroller's Memorandum No. 9(1996-97) (copy attached), dated May 8, 1997, reiterates the provisions of Comptroller's Memorandum No. 11, dated January 29, 1988. It further states that other state agencies are continuing to use the number which has been assigned to the Office of the Comptroller, and that this unauthorized use should cease immediately.

As the owner of the Statewide Vendor File, we are obligated to maintain correct records and to reject records that we know to be incorrect. Further, the proliferation of unauthorized use of this number poses major problems for SPURS as well. Therefore, it is our intent to remove from the Statewide Vendor File all vendor records which use the Comptroller's FEID Number, except those certified to us by the Comptroller as being valid records for that office. So that we can be sure that agencies have had sufficient time in which to comply with the provisions of the Comptroller's memoranda, we have scheduled removal of these records for September 26, 1997. After that date, the use of FEID number 59-6001874 will be restricted to the Office of the Comptroller. None of the other records that have utilized this number will be available for issuance of purchase orders or to process payments.

Agency Purchasing Officers should immediately bring this matter to the attention of your agency Controller or the Director of the Finance and Accounting Department. If your agency has been using the FEID number of the Office of the Comptroller, and does not currently have its own FEID number, you should immediately apply for one. Instructions for obtaining a FEID number are contained in Comptroller's Memorandum No. 9(1996-97).

Should you have questions pertaining to removal of these records from the SPURS Statewide Vendor File, please feel free to call Bob Wallace at (850) 414-6741, Suncom 994-6741.

GCB/jlp

cc: Bill Monroe, Department of Banking and Finance
Crystal Read, Department of Banking and Finance
Zadok Coxwell, Department of Banking and Finance

May 8, 1997

COMPTROLLER'S MEMORANDUM NO. 9(1996-97)

SUBJECT: FEDERAL EMPLOYER IDENTIFICATION NUMBER

Through the issuance of Comptroller's Memorandum No. 11 dated January 29, 1988, agencies were advised to either obtain a unique Federal Employer Identification Number (FEIN) or have this office file appropriate paperwork to obtain the FEIN on the agencies behalf. It has come to our attention that there are many other activities throughout State Government that require filing federal returns, remitting Federal taxes and/or claims for refunds of taxes. Some of the agencies filing these returns are using the FEIN of the Office of the Comptroller, which has caused some confusion and assessment of penalties and interest to our employer tax account for non-employment items.

Agencies using the Office of the Comptroller's FEIN for filing federal returns or claims should cease immediately. Agencies that need a unique FEIN must apply for the number by filing a form SS-4 with the Internal Revenue Service Office designated on the form, or submitting the form by facsimile to (770)455-2660.

We will work with agencies that are in the process of obtaining their own FEIN in the transition process. However, we will instruct the Federal Agencies that are in contact with us that only the Office of the Comptroller is authorized to use the FEIN assigned to this office.

Questions regarding this memorandum should be directed to Zadok Coxwell or Cindy Langley in the Bureau of State Payrolls at (904)488-7762 or Suncom 278-7762.

Sincerely,

/s/William O. Monroe
William O. Monroe, Direct
Division of Accounting
and Auditing

WOM/ark/s