



Guide to Electronic Submission of Corrections to the Quarterly Report or Other Account Errors

Purpose

The Florida Department of Revenue's (Department) electronic *Correction to Employer's Quarterly or Annual Domestic Report* (Form RT-8A) can be used to correct errors made on a previously submitted:

- Florida Department of Revenue Employer's Quarterly Report (RT-6)
- Quarterly Report for Out-of-State Taxable Wages (RT-6NF)
- Employer's Quarterly Report for Employees Contracted to Governmental or Nonprofit Educational Institutions (RT-6EW)

The electronic RT-8A process may be used to change wage details, employee social information, and add or remove employees from the prior report. It is also used to correct errors identified in correspondence issued by the Department. Examples are:

- Incomplete Quarterly Report Notice (RT-FL06A)
- Incomplete or Incorrect Report Notice (RT-FL04A)
- Missing Wage Report Notice (RT-FL13A)

Process

1. To correct a previously filed report, go to floridarevenue.com/taxes/filepay.
2. User will need to select whichever of the following applies:
Reemployment Tax - Agents
Reemployment Tax - Employers
Reemployment Tax - Leasing Agents
3. From the appropriate log in page, the user will enter their credentials, pass the Bulletin, and click on the RT-8A.
4. A drop-down box provides several options to indicate the reason for correcting a prior quarter. If the reason for a correction is in response to an RT-FL06A, a drop-down box will allow corrections to the number of full-time and part-time covered workers who performed services or who received pay for the payroll period including the 12th day of the month.

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Access ID:
RT Account:
FEIN/SSN:

2024 Payment or Return-with-Payment submission deadlines					
Reporting Period	Quarterly (RT-6)	Annual (RT-7)	Reporting Period	Quarterly (RT-6)	Annual (RT-7)
DEC 2023	JAN 30, 2024	JAN 30, 2024	SEPT 2024	OCT 30, 2024	
MAR 2024	APR 29, 2024		DEC 2024	JAN 31, 2025	JAN 31, 2025
JUN 2024	JUL 30, 2024				

Note: All Transactions must be submitted AND confirmed prior to 5 PM EST on the date indicated above.

RT-8A / Corrected Return

Select the reason for correcting your return. <Choose reason>

Select an available quarter
(Quarters available for selection will display in
If quarter is not available, select **Back to Menu**
If the desired quarter is prior to the oldest Year/Quarter displayed
open the Reemployment Tax page in a new window and obtain in

	2019	2020	2021
1st Qtr	NA	1st Qtr	1st Qtr
2nd Qtr	NA	2nd Qtr	2nd Qtr
3rd Qtr	NA	3rd Qtr	3rd Qtr
4th Qtr	NA	4th Qtr	4th Qtr

Response to RTFL04A
Response to RTFL06A
Response to RTFL13A
Add Wages and/or Employees
SSN Correction
Employee Name Change
Modify Out of State Wages
Modify Educational Institution Wages
Modify Tips Reported
Add Employee Eligibility Certification
Decreasing Wages
1 Exempt - Cafeteria Plan
2 Exempt - Family Employee
3 Exempt - Student

Select the reason for the corrected return.

4. Select the previously filed reporting period (quarter/year) to be corrected.

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Access ID: [blacked out]
RT Account: [blacked out]
FEIN/SSN: [blacked out]

2024 Payment or Return-with-Payment submission deadlines					
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DEC 2023	JAN 30, 2024	JAN 30, 2024	SEPT 2024	OCT 30, 2024	
MAR 2024	APR 29, 2024		DEC 2024	JAN 31, 2025	JAN 31, 2025
JUN 2024	JUL 30, 2024				

Note: All Transactions must be submitted AND confirmed prior to 5 PM EST on the date indicated above.

RT-8A / Corrected Return

Select the reason for correcting your return. *Required

Select an available quarter to correct Required
 (Quarters available for selection will display in Black. Submitted quarters display in Gray.)
 If quarter is not available, select **Back to Menu** and select the RT-6 / Original return option.

If the desired quarter is prior to the oldest Year/Quarter displayed, click on the [Reemployment Tax - General Info](#) link above, to open the Reemployment Tax page in a new window and obtain instructions for filing corrections on paper.

2019	2020	2021	2022	2023	2024
NA	1st Qtr	1st Qtr	1st Qtr	1st Qtr	1st Qtr
NA	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	NA
NA	3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	NA
NA	4th Qtr	4th Qtr	4th Qtr	4th Qtr	NA

List of available quarters.

Alert! This is not a real time update system. Due to the time needed to process corrected return information, the information displayed may not include recently filed corrections still in process. Submitting a corrected return with changes to wages and/or SSNs may not affect subsequent quarters. The employee details displayed for the corrected quarter and subsequent quarters will reflect your changes after the corrected information has been received and processed by DOR. Submitting multiple corrected returns the same day (for one or multiple quarters) may cause incorrect calculations.
Installation plan participants note. If correcting a quarter included in a current installment plan results in an additional amount due, the additional amount due needs to be paid immediately. The payment amounts for the installment plan will not change.

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5. The screen will display the information in the Department’s current records relating to a previously filed report. If the report being corrected had more than 20 employees, the entire employee detail will not be displayed; however, you may search for employees by using either their name or their Social Security number (SSN).

Note: This is not a real-time update system. Due to the time needed to process return information, the information displayed may not include recently filed returns or corrections.

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Corrected Return (Step 1 - create work list) Corrected Return ² RT-8A

Quarter Ending	Due Date	Penalty After Date	Tax Rate
March 31, 2023	April 01, 2023	April 30, 2023	0.0029

Enter SSN in the detail that you need to retrieve and correct Type SSN Here ie. 123456789 (no dashes)

Enter Employee Name in the detail that you need to retrieve and correct Type Last Name Here Type First Name Here Type Middle Initial Here

Too many results to display (system maximum is 20). Please add additional information to search criteria.

Check the details you wish to retain for corrections.
Select 'Move to Work List' to include an employee detail in your corrected return.


[Employee Social Data](#) [Employee Wage Data](#)

You will be able to modify or delete the following employees,
and will be given the option to Add additional employees once you move to the next page.
Select Next when you are ready to continue.

[Employee Social Data](#) [Employee Wage Data](#)

NOTE:
Select "Back to Menu" will clear all data that you have entered. We do not retain Corrected work lists in progress.
Select "Back" to return to the previous page.
Select "Next" to continue processing this return.

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6. After you click on the employee data to be corrected, select “Add to worklist” and the data will be displayed in a worklist.

After adding all employees to be corrected to the worklist, select “Next.” Select the type of correction activity (Delete or Correct) for each employee on the list and make the corrections. Then select “Process Deletes” if you deleted employees, and the screen will display the listing of employees marked for deletion and will ask you to “Accept” if correct. If you made corrections, select “Process Corrects” and the screen will display the employees marked for correction and ask you to “Accept” if correct.

If any deletions or corrections are incorrect, select “undo” to revert to the original. To add new employees, select “Add Employees” and follow the instructions provided. Review the completed worklist. It will list the detail status (add, delete, or correct) of each entry. Once the changes are correct and complete, select “Next” to move forward.

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Corrected Return ? RT-8A

Corrected Return (Step 2 - update work list)

Quarter Ending	Due Date	Penalty After Date	Tax Rate
March 31, 2023	April 01, 2023	April 30, 2023	0.0029

Note: If no prior employee wage records are displayed, user must **Add employees** to continue OR go **Back** and select records for update. When wage records are displayed, user must go to the **Activity** column and select Delete or Correct for each record. **Deletes** are processed first then **Corrects**. After Deletes and Corrects are processed buttons, user may **Add employees**.

[Employee Social Data](#) [Employee Wage Data](#)

Activity	SSN	Last Name	First Name	MI	Florida Gross Wages	Out of State Taxable Wages (Paid YTD)	Emp. Contracted to Educ. Inst. Wages (Paid This Quarter)	Detail Status	Undo
Delete Correct					\$9,963.63	\$0.00	\$0.00	Delete	↩
					\$8,000.00	\$0.00	\$0.00	Add	↩
					\$8,000.00	\$0.00	\$0.00	Add	↩

NOTE:
 Select "**Back to Menu**" will clear all data that you have entered. We do not retain Corrected work lists in progress.
 Select "**Back**" to return to the previous page.
 Select "**Add Employees**" to add additional employees to the wage list.
 Select "**Next**" to continue processing this return.

Process deletes, Process corrects and Add employees display and are accessible when needed.

[Process Delete](#) [Process Corrects](#) [Add Employees](#)
[Back to Menu](#) [Back](#) [Next](#)

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Example of a completed worklist.

7. After the corrections are made, the next screen will display a summary of the corrections, including the amount of any additional tax due. Review the summary and ensure the corrections are accurate.
8. If you agree with the summary of corrections, you will have the option to select either:
 - a. File Only – this selection allows submission of employee details with no payment included.
 - b. File and Pay – this selection allows submission of employee details and payment of additional tax due and any interest, if applicable.

Both selections will ask you to review your contact information to ensure it is correct.



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Summary Page

Corrected Return RT-8A

Quarter Ending	Due Date	Penalty After Date	Tax Rate
March 31, 2023	April 01, 2023	April 30, 2023	0.0029

Corrections made.

There area below has been calculated for you		Original Return totals	Corrected Return totals
Total Gross Wages Paid This Quarter		\$1,383,850.68	\$1,389,887.05
Total wages exceeding \$7,000.00 paid to each employee this quarter		\$884,503.20	\$883,539.57
Total Out of State Taxable wages		\$3,505.30	\$3,505.30
Taxable Wages for this Quarter		\$499,347.48	\$506,347.48
Tax Due		\$1,448.11	\$1,468.41
Penalty Due		\$0.00	\$0.00
Interest Due		\$0.00	\$0.00
Total Amount Due (if less than \$1.00 no payment necessary)		\$1,448.11	\$1,468.41
Payment you have authorized		\$0.00	\$0.00
System calculated difference between original and corrected reports		Excess Amount	\$0.00
		Additional Amount Due	\$20.30



Employee Social Data

Employee Wage Data

Detail Status	SSN	First Name	MI	Last Name	Florida Gross Wages	Taxable Wages (System Calculated)	Out of State Taxable Wages (Paid YTD)	Employees Contracted to Educational Institutions (Paid this QTR)
Delete					\$9,963.63	\$0.00	\$0.00	\$0.00
Add					\$8,000.00	\$7,000.00	\$0.00	\$0.00
Add					\$8,000.00	\$7,000.00	\$0.00	\$0.00

NOTE:
 Select "Back" to make correction.
 Select "File Only" if no payment is due or EFT payment will be submitted separately.
 Select "File and Pay" to continue processing this return.

 File and Pay Options.

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Important

The employee details displayed will reflect the latest data processed by the Department and may not include recent changes. This is not a real-time update process. You cannot submit an RT-8A to correct an RT-6 that you filed earlier that day since the RT-6 will not have been processed yet. Submitting multiple corrected reports in the same day (for one or multiple quarters) may cause incorrect calculations. Submitting a corrected report with changes to wages and/or SSNs may affect subsequent quarters. In addition, if you are correcting an SSN, you will need to amend all reports for that calendar year that contained wages for the incorrect SSN.

If your correction resulted in an overpayment, it is unnecessary to submit a refund application. Your correction will be reviewed and any overpayment will result in a refund when verified. In accordance with section 213.25, Florida Statutes, the Department may reduce the refund to the extent of any billings for any tax owed to the Department not subject to protest.

All submissions receive a confirmation containing wage details (although the SSN will be masked) and a return summary that can be printed or saved as a PDF document. The Reprint Confirmations Page(s) option (located on the main menu) includes a return summary only (no employee details). Please **Save** and **Review** your confirmation. Do not send it to the Department unless specifically requested by a Department employee.

You may also correct a prior report by uploading a file in a flat-file format by selecting "Import Quarterly RT-8A" from the Reemployment Tax main menu.

This process may not be used to correct a previously filed Annual Report for Employers of Domestic Employees Only (RT-7). Annual filers will need to complete a paper RT-8A for each quarter being corrected.

If the reporting period to be corrected is from more than 15 quarters ago, you will need to file a paper RT-8A (*Correction to Employer's Quarterly or Annual Domestic Report*).

Due to security concerns, if you log in using only the FEIN and RT account number, you will not be able to see the entire employee SSN. The SSNs will be masked, as will the contact and banking information. You will still be able to file your corrections electronically; the rest of the process remains the same.

Need Assistance?

Call Taxpayer Services at 850-488-6800, Monday through Friday, excluding holidays.