





## Where to send payments and returns

Make check payable to and send with return to:

FLORIDA DEPARTMENT OF REVENUE

PO BOX 6520

TALLAHASSEE FL 32314-6520

or

File online via our Internet site at [www.myflorida.com/dor](http://www.myflorida.com/dor)



## File electronically . . . it's easy!

All dealers are encouraged to file using an electronic method. Filing communications services tax returns electronically ensures quick, efficient, and accurate processing. E-Services are easier, faster, and more cost effective than shuffling old-fashioned paper. The Department has taken steps to ensure that the data you report electronically is just as secure as the data you report on paper. The Internet site is protected by a secure socket layer (SSL) as well as encryption and user ID (password).

Internet filing: The DOR Internet site will guide dealers easily through the filing process. Dealers should visit [www.myflorida.com/dor](http://www.myflorida.com/dor) or call the Department's e-Services Unit at 1-800-352-3671 (in Florida only) or 850-487-7972.

Hearing or speech impaired persons may call the TDD line at 1-800-367-8331 or 850-922-1115.

EFT and EDI filing: Some dealers are required to file using this method. If, in the previous state fiscal year (July 1 through June 30), a dealer paid \$50,000 or more in gross receipts tax, sales tax, or communications services tax, that dealer must file the return using electronic data interchange (EDI) and remit funds using electronic funds transfer (EFT), or may both file and remit using the Internet.



Complete Columns B, C, and E for all jurisdictions in which you provide or use communications services. Attach Schedule I and all other supporting schedules to the tax return.

### Schedule I - State, Gross Receipts, and Local Taxes Due

Business name		Business partner number		
A. Local jurisdiction	B. Taxable sales subject to state tax	C. Taxable sales subject to local taxes	D. Local tax rates	E. Local tax due
<b>ALACHUA</b>				
Unincorporated area			0.0612	
Achua			0.0470	
Archer			0.0602	
Gainesville			0.0602	
Hawthorne			0.0272	
High Springs			0.0602	
La Crosse			0.0432	
Micanopy			0.0342	
Newberry			0.0520	
Waldo			0.0212	
<b>BAKER</b>				
Unincorporated area			0.0124	
Glen St. Mary			0.0620	
Macclenny			0.0702	
<b>BAY</b>				
Unincorporated area			0.0234	
Callaway			0.0600	
Cedar Grove			0.0582	
Lynn Haven			0.0612	
Mexico Beach			0.0358	
Panama City			0.0612	
Panama City Beach			0.0602	
Parker			0.0602	
Springfield			0.0612	
<b>BRADFORD</b>				
Unincorporated area			0.0134	
Brooker			0.0380	
Hampton			0.0300	
Lawtey			0.0180	
Starke			0.0452	
<b>BREVARD</b>				
Unincorporated area			0.0166	
Cape Canaveral			0.0562	
Cocoa			0.0430	
Cocoa Beach			0.0562	
Indialantic			0.0670	
Indian Harbour Beach			0.0534	
Malabar			0.0562	
Melbourne			0.0572	
Melbourne Beach			0.0562	
Melbourne Village			0.0562	
Palm Bay			0.0562	
Palm Shores			0.0520	
Rockledge			0.0552	
Satellite Beach			0.0532	
Titusville			0.0582	
West Melbourne			0.0592	
<b>PAGE TOTAL</b>				



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<b>BROWARD</b>				
Unincorporated area			0.0522	
Coconut Creek			0.0562	
Cooper City			0.0532	
Coral Springs			0.0562	
Dania			0.0572	
Davie			0.0560	
Deerfield Beach			0.0162	
Fort Lauderdale			0.0562	
Hallandale Beach			0.0562	
Hillsboro Beach			0.0130	
Hollywood			0.0562	
Lauderdale Lakes			0.0572	
Lauderdale-by-the-Sea			0.0562	
Lauderhill			0.0562	
Lazy Lakes			0.0060	
Lighthouse Point			0.0672	
Margate			0.0572	
Miramar			0.0562	
North Lauderdale			0.0552	
Oakland Park			0.0582	
Parkland			0.0532	
Pembroke Park			0.0562	
Pembroke Pines			0.0582	
Plantation			0.0562	
Pompano Beach			0.0562	
Sea Ranch Lakes			0.0532	
Southwest Ranches			0.0490	
Sunrise			0.0562	
Tamarac			0.0542	
Weston			0.0572	
Wilton Manors			0.0602	
<b>CALHOUN</b>				
Unincorporated area			0.0050	
Altha			0.0602	
Blountstown			0.0582	
<b>CHARLOTTE</b>				
Unincorporated area			0.0602	
Punta Gorda			0.0622	
<b>CITRUS</b>				
Unincorporated area			0.0234	
Crystal River			0.0572	
Inverness			0.0572	
<b>PAGE TOTAL</b>				



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<b>CLAY</b>				
Unincorporated area			0.0702	
Green Cove Springs			0.0612	
Keystone Heights			0.0302	
Orange Park			0.0582	
Penney Farms			0.0592	
<b>COLLIER</b>				
Unincorporated area			0.0230	
Everglades			0.0420	
Marco Island			0.0542	
Naples			0.0360	
<b>COLUMBIA</b>				
Unincorporated area			0.0200	
Fort White			0.0130	
Lake City			0.0612	
<b>DESOTO</b>				
Unincorporated area			0.0304	
Arcadia			0.0612	
<b>DIXIE</b>				
Unincorporated area			0.0234	
Cross City			0.0320	
Horseshoe Beach			0.0720	
<b>DUVAL</b>				
Atlantic Beach			0.0712	
Baldwin			0.0732	
Jacksonville Beach			0.0582	
Jax Duval (City of Jacksonville)			0.0582	
Neptune Beach			0.0612	
<b>ESCAMBIA</b>				
Unincorporated area			0.0284	
Century			0.0320	
Pensacola			0.0640	
<b>FLAGLER</b>				
Unincorporated area			0.0264	
Beverly Beach			0.0612	
Bunnell			0.0612	
Flagler Beach			0.0630	
Marineland			0.0110	
Palm Coast			0.0602	
<b>FRANKLIN</b>				
Unincorporated area			0.0090	
Apalachicola			0.0390	
Carrabelle			0.0632	
<b>PAGE TOTAL</b>				



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A. Local jurisdiction	B. Taxable sales subject to state tax	C. Taxable sales subject to local taxes	D. Local tax rates	E. Local tax due
<b>GADSDEN</b>				
Unincorporated area			0.0104	
Chattahoochee			0.0582	
Greensboro			0.0562	
Gretna			0.0602	
Havana			0.0572	
Midway			0.0450	
Quincy			0.0582	
<b>GILCHRIST</b>				
Unincorporated area			0.0234	
Bell			0.0530	
Fanning Springs			0.0662	
Trenton			0.0602	
<b>GLADES</b>				
Unincorporated area			0.0110	
Moore Haven			0.0190	
<b>GULF</b>				
Unincorporated area			0.0094	
Port St. Joe			0.0582	
Wewahitchka			0.0582	
<b>HAMILTON</b>				
Unincorporated area			0.0090	
Jasper			0.0580	
Jennings			0.0570	
White Springs			0.0600	
<b>HARDEE</b>				
Unincorporated area			0.0194	
Bowling Green			0.0390	
Wauchula			0.0612	
Zolfo Springs			0.0302	
<b>HENDRY</b>				
Unincorporated area			0.0244	
Clewiston			0.0612	
La Belle			0.0512	
<b>HERNANDO</b>				
Unincorporated area			0.0180	
Brooksville			0.0562	
Weeki Wachee			0.0040	
<b>HIGHLANDS</b>				
Unincorporated area			0.0244	
Avon Park			0.0612	
Lake Placid			0.0160	
Sebring			0.0582	
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A. Local jurisdiction	B. Taxable sales subject to state tax	C. Taxable sales subject to local taxes	D. Local tax rates	E. Local tax due
<b>HILLSBOROUGH</b>				
Unincorporated area			0.0280	
Plant City			0.0682	
Tampa			0.0632	
Temple Terrace			0.0640	
<b>HOLMES</b>				
Unincorporated area			0.0080	
Bonifay			0.0692	
Esto			0.0150	
Noma			0.0080	
Ponce De Leon			0.0350	
Westville			0.0160	
<b>INDIAN RIVER</b>				
Unincorporated area			0.0254	
Fellsmere			0.0582	
Indian River Shores			0.0360	
Orchid			0.0290	
Sebastian			0.0602	
Vero Beach			0.0612	
<b>JACKSON</b>				
Unincorporated area			0.0254	
Alford			0.0220	
Bascom			0.0212	
Campbellton			0.0592	
Cottondale			0.0632	
Graceville			0.0632	
Grand Ridge			0.0592	
Greenwood			0.0592	
Jacob City			0.0070	
Malone			0.0592	
Marianna			0.0622	
Sneads			0.0430	
<b>JEFFERSON</b>				
Unincorporated area			0.0174	
Monticello			0.0540	
<b>LAFAYETTE</b>				
Unincorporated area			0.0234	
Mayo			0.0260	
<b>LAKE</b>				
Unincorporated area			0.0274	
Astatula			0.0540	
Clermont			0.0612	
Eustis			0.0622	
Fruitland Park			0.0622	
Groveland			0.0610	
Howey-in-the-Hills			0.0612	
Lady Lake			0.0592	
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A. Local jurisdiction	B. Taxable sales subject to state tax	C. Taxable sales subject to local taxes	D. Local tax rates	E. Local tax due
LAKE - continued				
Leesburg			0.0592	
Mascotte			0.0480	
Minneola			0.0612	
Montverde			0.0250	
Mount Dora			0.0602	
Tavares			0.0632	
Umatilla			0.0612	
LEE				
Unincorporated area			0.0542	
Bonita Springs			0.0202	
Cape Coral			0.0448	
Fort Myers			0.0562	
Fort Myers Beach			0.0542	
Sanibel			0.0542	
LEON				
Unincorporated area			0.0244	
Tallahassee			0.0612	
LEVY				
Unincorporated area			0.0050	
Bronson			0.0330	
Cedar Key			0.0280	
Chiefland			0.0592	
Fanning Springs			0.0662	
Inglis			0.0602	
Otter Creek			0.0120	
Williston			0.0592	
Yankeetown			0.0662	
LIBERTY				
Unincorporated area			0.0144	
Bristol			0.0582	
MADISON				
Unincorporated area			0.0234	
Greenville			0.0512	
Lee			0.0572	
Madison			0.0612	
MANATEE				
Unincorporated area			0.0194	
Anna Maria			0.0150	
Bradenton			0.0622	
Bradenton Beach			0.0612	
Holmes Beach			0.0552	
Longboat Key			0.0552	
Palmetto			0.0592	
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A. Local jurisdiction	B. Taxable sales subject to state tax	C. Taxable sales subject to local taxes	D. Local tax rates	E. Local tax due
<b>MARION</b>				
Unincorporated area			0.01735	
Belleview			0.0222	
Dunnellon			0.0552	
McIntosh			0.0140	
Ocala			0.0562	
Reddick			0.0140	
<b>MARTIN</b>				
Unincorporated area			0.0204	
Jupiter Island			0.0532	
Ocean Breeze Park			0.0240	
Sewalls Point			0.0322	
Stuart			0.0532	
<b>MIAMI-DADE</b>				
Unincorporated area			0.0582	
Aventura			0.0590	
Bal Harbour			0.0602	
Bay Harbour Island			0.0592	
Biscayne Park			0.0500	
Coral Gables			0.0582	
El Portal			0.0630	
Florida City			0.0622	
Golden Beach			0.0252	
Hialeah			0.0592	
Hialeah Gardens			0.0602	
Homestead			0.0612	
Indian Creek Village			0.0110	
Islandia			0.0030	
Key Biscayne			0.0592	
Medley			0.0712	
Miami			0.0592	
Miami Beach			0.0592	
Miami Lakes			0.0552	
Miami Shores Village			0.0652	
Miami Springs			0.0572	
North Bay Village			0.0560	
North Miami			0.0592	
North Miami Beach			0.0592	
Opa Locka			0.0582	
Pinecrest			0.0632	
South Miami			0.0592	
Sunny Isles Beach			0.0602	
Surfside			0.0562	
Sweetwater			0.0592	
Virginia Gardens			0.0552	
West Miami			0.0510	
<b>PAGE TOTAL</b>				



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<b>MONROE</b>				
Unincorporated area			0.0264	
Islamorada			0.0612	
Key Colony Beach			0.0620	
Key West			0.0250	
Layton			0.0090	
Marathon			0.0632	
<b>NASSAU</b>				
Unincorporated area			0.0254	
Callahan			0.0550	
Fernandina Beach			0.0612	
Hilliard			0.0388	
<b>OKALOOSA</b>				
Unincorporated area			0.0194	
Cinco Bayou			0.0540	
Crestview			0.0542	
Destin			0.0542	
Ft. Walton Beach			0.0602	
Laurel Hill			0.0300	
Mary Esther			0.0542	
Niceville			0.0600	
Shalimar			0.0540	
Valparaiso			0.0552	
<b>OKEECHOBEE</b>				
Unincorporated area			0.0150	
Okeechobee			0.0594	
<b>ORANGE</b>				
Unincorporated area			0.0520	
Apopka			0.0662	
Bay Lake			0.0000	
Belle Isle			0.0192	
Eatonville			0.0562	
Edgewood			0.0522	
Lake Buena Vista			0.0000	
Maitland			0.0572	
Oakland			0.0562	
Ocoee			0.0562	
Orlando			0.0530	
Windermere			0.0562	
Winter Garden			0.0562	
Winter Park			0.0622	
<b>OSCEOLA</b>				
Unincorporated area			0.0612	
Kissimmee			0.0602	
St. Cloud			0.0600	
<b>PAGE TOTAL</b>				



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<b>PALM BEACH</b>				
Unincorporated area			0.0562	
Atlantis			0.0132	
Belle Glade			0.0552	
Boca Raton			0.0582	
Boynton Beach			0.0562	
Briny Breezes			0.0542	
Cloud Lake			0.0252	
Delray Beach			0.0552	
Glen Ridge			0.0532	
Golf (Village of)			0.0060	
Greenacres City			0.0592	
Gulf Stream			0.0532	
Haverhill			0.0260	
Highland Beach			0.0562	
Hypoluxo			0.0642	
Juno Beach			0.0562	
Jupiter			0.0552	
Jupiter Inlet			0.0000	
Lake Clarke Shores			0.0172	
Lake Park			0.0572	
Lake Worth			0.0562	
Lantana			0.0592	
Manalapan			0.0180	
Mangonia Park			0.0602	
North Palm Beach			0.0562	
Ocean Ridge			0.0200	
Pahokee			0.0522	
Palm Beach			0.0562	
Palm Beach Gardens			0.0160	
Palm Beach Shores			0.0592	
Palm Springs			0.0572	
Riviera Beach			0.0552	
Royal Palm Beach			0.0562	
South Bay			0.0550	
South Palm Beach			0.0600	
Tequesta			0.0552	
Wellington			0.0562	
West Palm Beach			0.0582	
<b>PASCO</b>				
Unincorporated area			0.0194	
Dade City			0.0562	
New Port Richey			0.0602	
Port Richey			0.0112	
San Antonio			0.0080	
St. Leo			0.0110	
Zephyrhills			0.0602	
<b>PAGE TOTAL</b>				



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<b>PINELLAS</b>				
Unincorporated area			0.0272	
Belleair			0.0602	
Belleair Beach			0.0710	
Belleair Bluffs			0.0592	
Belleair Shore			0.0320	
Clearwater			0.0612	
Dunedin			0.0632	
Gulfport			0.0722	
Indian Rocks Beach			0.0310	
Indian Shores			0.0352	
Kenneth City			0.0212	
Largo			0.0672	
Madeira Beach			0.0672	
North Redington Beach			0.0572	
Oldsmar			0.0682	
Pinellas Park			0.0650	
Redington Beach			0.0650	
Redington Shores			0.0592	
Safety Harbor			0.0762	
Seminole			0.0622	
South Pasadena			0.0682	
St. Petersburg			0.0672	
St. Pete Beach			0.0670	
Tarpon Springs			0.0682	
Treasure Island			0.0312	
<b>POLK</b>				
Unincorporated area			0.0542	
Auburndale			0.0552	
Bartow			0.0662	
Davenport			0.0382	
Dundee			0.0612	
Eagle Lake			0.0592	
Fort Meade			0.0572	
Frostproof			0.0582	
Haines City			0.0562	
Highland Park			0.0000	
Hillcrest Heights			0.0110	
Lake Alfred			0.0492	
Lake Hamilton			0.0402	
Lake Wales			0.0562	
Lakeland			0.0572	
Mulberry			0.0552	
Polk City			0.0542	
Winter Haven			0.0682	
<b>PAGE TOTAL</b>				



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<b>PUTNAM</b>				
Unincorporated area			0.0194	
Crescent City			0.0510	
Interlachen			0.0542	
Palatka			0.0562	
Pomona Park			0.0522	
Welaka			0.0270	
<b>ST JOHNS</b>				
Unincorporated area			0.0194	
Hastings			0.0532	
Marineland			0.0040	
St. Augustine			0.0552	
St. Augustine Beach			0.0562	
<b>ST. LUCIE</b>				
Unincorporated area			0.0214	
Fort Pierce			0.0592	
Port St. Lucie			0.0190	
St. Lucie Village			0.0210	
<b>SANTA ROSA</b>				
Unincorporated area			0.0200	
Gulf Breeze			0.0140	
Jay			0.0170	
Milton			0.0662	
<b>SARASOTA</b>				
Unincorporated area			0.0622	
Longboat Key			0.0612	
North Port			0.0682	
Sarasota			0.0632	
Venice			0.0622	
<b>SEMINOLE</b>				
Unincorporated area			0.0612	
Altamonte Springs			0.0592	
Casselberry			0.0642	
Lake Mary			0.0612	
Longwood			0.0652	
Oviedo			0.0622	
Sanford			0.0612	
Winter Springs			0.0692	
<b>SUMTER</b>				
Unincorporated area			0.0244	
Bushnell			0.0602	
Center Hill			0.0520	
Coleman			0.0602	
Webster			0.0380	
Wildwood			0.0602	
<b>PAGE TOTAL</b>				



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<b>SUWANNEE</b>				
Unincorporated area			0.0134	
Branford			0.0550	
Live Oak			0.0660	
<b>TAYLOR</b>				
Unincorporated area			0.0254	
Perry			0.0662	
<b>UNION</b>				
Unincorporated area			0.0090	
Lake Butler			0.0300	
Raiford			0.0050	
Worthington Springs			0.0050	
<b>VOLUSIA</b>				
Unincorporated area			0.0582	
Daytona Beach			0.0592	
Daytona Beach Shores			0.0592	
DeBary			0.0582	
DeLand			0.0592	
Deltona			0.0702	
Edgewater			0.0592	
Flagler Beach			0.0590	
Holly Hill			0.0582	
Lake Helen			0.0572	
New Smyrna Beach			0.0592	
Oak Hill			0.0410	
Orange City			0.0592	
Ormond Beach			0.0592	
Pierson			0.0540	
Ponce Inlet			0.0612	
Port Orange			0.0592	
South Daytona			0.0652	
<b>WAKULLA</b>				
Unincorporated area			0.0254	
Sopchoppy			0.0190	
St. Marks			0.0060	
<b>WALTON</b>				
Unincorporated area			0.0130	
DeFuniak Springs			0.0672	
Freeport			0.0200	
Paxton			0.0340	
<b>WASHINGTON</b>				
Unincorporated area			0.0244	
Caryville			0.0572	
Chipley			0.0632	
Ebro			0.0110	
Vernon			0.0630	
Wausau			0.0240	
<b>PAGE TOTAL</b>				
<b>GRAND TOTAL</b>				



If you complete Schedule I, then you must also complete Summary of Schedule I. Attach the schedule, summary, and all other supporting schedules to the tax return.

### Summary of Schedule I - State, Gross Receipts, and Local Taxes Due

Business name		Business partner number			
F. State Tax		G. Gross Receipts Tax		H. Local Tax	
1. Taxable sales (Col. B grand total)		4. Taxable sales (Col. C grand total)		7. Local tax due (Enter this amount on Page 1, Line 3)	
2. State tax rate	.068	5. Gross receipts tax rate	.0237		
3. State tax due (Enter this amount on Page 1, Line 1)		6. Gross receipts tax due (Enter this amount on Page 1, Line 2)			

**Complete this form, sign it, and mail it with your DR-700016 if:**

- The business name (legal entity) changed.
- The business was closed.
- The business was sold.

To report an address change, submit the information on the payment coupon (Page 1 of the return).



### Closing or Sale of Business or Change of Legal Entity

The legal entity changed on \_\_\_\_/\_\_\_\_/\_\_\_\_. If you change your legal entity and are continuing to do business in Florida and the corporation is registered for communications services tax, you must complete a new *Application to Collect and/or Report Tax in Florida (Form DR-1)*.

The business was closed permanently on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Are you a corporation/partnership required to file communications services tax returns?  Yes  No

FEIN  -

Business partner number

The business was sold on \_\_\_\_/\_\_\_\_/\_\_\_\_. The new owner information is:

Name of new owner: \_\_\_\_\_ Telephone number of new owner: (\_\_\_\_) \_\_\_\_\_

Mailing address of new owner: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

► Signature of officer (required) \_\_\_\_\_ Date \_\_\_\_\_ Telephone number (\_\_\_\_) \_\_\_\_\_



Direct-to-home satellite service providers must complete Schedule II (and Schedule III, if needed) and attach to the tax return.

### Schedule II - Direct-to-Home Satellite Services

Business name		Business partner number
<b>A. Taxable Sales</b>	<b>B. Tax Rate</b>	<b>C. Net Tax Due</b> Enter this amount on Page 1, Line 4.
	.1317	

### Schedule III - Direct-to-Home Satellite Services Adjustments

Business name		Applied period	Business partner number		
<b>A. Change in Reported Taxable Sales</b>	<b>B. Rate</b>	<b>C. Collection Allowance Adjustment</b>	<b>D. Adjustment Amount</b> <small>(Report credits in parentheses)</small>	<b>E. Penalty</b>	<b>F. Interest</b>
<b>G. TOTAL ADJUSTMENTS (Add Columns D, E, and F. Enter this amount on Page 1, Line 10)</b>					







If you complete Schedule V, attach it to the tax return.

### Schedule V - Multistate Credits

Business name				Business partner number		
Applied Period			Local Tax Credits	State Tax Credits	Gross Receipts Credits	Direct-to-Home Satellite
A. Local Jurisdiction	B. Beginning Date (MMDDYYYY)	C. Ending Date (MMDDYYYY)	D. Multistate Credits	E. Multistate Credits	F. Multistate Credits	G. Multistate Credits
<b>COUNTY:</b>						
Unincorporated Area:						
CITY:						
CITY:						
CITY:						
<b>COUNTY:</b>						
Unincorporated Area:						
CITY:						
CITY:						
CITY:						
<b>COUNTY:</b>						
Unincorporated Area:						
CITY:						
CITY:						
CITY:						
<b>COUNTY:</b>						
Unincorporated Area:						
CITY:						
CITY:						
CITY:						
<b>COLUMN TOTALS</b>						
<b>H. TOTAL CREDITS</b> (Add totals of Columns D through G. Enter this amount on Page 1, Line 11.)						

# Instructions for Completing the Florida Communications Services Tax Return (Form DR-700016)

## General Information and Instructions

### What is the communications services tax?

The communications services tax is a simplified tax that became effective October 1, 2001, replacing several state and local taxes with a simpler tax structure. Communications services tax is imposed by Chapter 202, Florida Statutes. This tax includes a state portion, a gross receipts portion, and a local portion. The tax is imposed on voice, data, audio, video, or any other information or signal, including cable services that are transmitted by any medium.

The rate for the state portion is 6.8 percent (.068). The rate for the gross receipts portion is 2.37 percent (.0237). The rate for direct-to-home satellite services is 13.17 percent (.1317). Each local taxing jurisdiction (municipality, charter county, or unincorporated county) has a specific tax rate. While the state and gross receipts tax rates stay fairly constant, local rates can and do change frequently. To verify current rates, visit the Department's Internet site at:

[www.myflorida.com/dor](http://www.myflorida.com/dor)

Examples of services subject to the tax include:

- Long distance or toll telephone.
- Cable television.
- Direct-to-home satellite.
- Mobile communications.
- Private communications.
- Pager and beeper.
- Telephone charge made by a hotel or motel.
- Facsimiles (fax), when not provided in the course of professional or advertising services.
- Telex, telegram, and teletypewriter.

Examples of services not subject to the tax include:

- Information services (these services may include electronic publishing, web-hosting services, or end user 900-number services).
- Internet access services, electronic mail services, electronic bulletin board services, or similar online computer services.
- Sale or recharge of prepaid calling arrangements.
- Pay telephone charges.

**Note:** When taxable services and nontaxable services are bundled together and sold as a package for one sale price, the entire charge becomes subject to tax.

### Exemptions

Transactions exempt from the tax include:

- Sales to government agencies.
- Sales to religious and educational organizations that are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.
- Sales for resale.
- Sales to holders of direct pay authority.

### Exemptions for residential service

Communications services sold to a residential household are exempt from the state portion of the tax. This exemption does **not** apply to the sale of mobile communications service, cable service, or direct-to-home satellite service. Residential service is not exempt from gross receipts tax or local tax.

### Who must file a return?

All registered dealers of communications services in the State of Florida must file a *Communications Services Tax Return* (Form DR-700016) with the Department of Revenue.

### When is the return due and payable?

Returns and payments are due on the first and late after the 20th day of the month following each collection period.

### Penalty for late payments

A 10 percent (.10) penalty is due for each 30-day period, or fraction thereof, that your return or payment is late. The maximum penalty is 50 percent of the total amount due. See chart below.

Days Late	Rate
1-30	10%
31-60	20%
61-90	30%
91-120	40%
over 120	50%

### Interest on late payments

Interest is due on late payments and is accrued from the date tax is due until it is paid. A floating rate of interest applies to underpayments and late payments of tax. The rate is updated January 1 and July 1 of each year by using the formula established in section 213.235, F.S.

To obtain interest rates:

- Visit the Department's Internet site at [www.myflorida.com/dor](http://www.myflorida.com/dor)
- Call Fax on Demand, the Department's document retrieval system, at 850-922-3676.
- Call Taxpayer Services, Monday through Friday, 8 a.m. to 7 p.m., ET, at 1-800-352-3671 (in Florida only) or 850-488-6800.

If your business has been sold, merged, or has ceased operations, please complete and return the enclosed *Closing or Sale of Business or Change of Legal Entity* form (Page 15).

If your business address or name has changed, please write the change(s) in the spaces provided on the payment coupon (Page 1).

## Where to send payments and returns

Make check payable to and send with return to:

FLORIDA DEPARTMENT OF REVENUE

PO BOX 6520

TALLAHASSEE FL 32314-6520

or

File online via our Internet site at [www.myflorida.com/dor](http://www.myflorida.com/dor)

## Electronic funds transfer (EFT)

Any taxpayer who paid more than \$50,000 in gross receipts tax, sales tax, or communications services tax between July 1 and June 30 (the state's fiscal year) is required to remit taxes by EFT and file tax returns electronically. For more information, call 850-487-7972 or write to:

E-SERVICES UNIT

FLORIDA DEPARTMENT OF REVENUE

PO BOX 5885

TALLAHASSEE FL 32314-5885

## Substitute communications systems operators

Substitute communications systems operators are required to file an annual return each March to report and remit tax on the costs of operating a substitute communications system during the previous calendar year. Substitute communications systems operators should enter the actual costs of operating the system in Columns B and C of Schedule I (where dealers would enter taxable sales in each local jurisdiction), enter the local tax due for each jurisdiction in Column E of Schedule I, and complete the Schedule I Summary (Columns F, G, and H). Any adjustments to a previously filed return should be entered on Schedule IV. Information from the Schedule I Summary and Schedule IV should be carried to Lines 1, 2, 3, and 10 on Page 1 of the return. Lines 5, 8, 9, and 12 should be calculated as instructed. Substitute communications systems operators are not entitled to a collection allowance.

## How can I get more information?

- If you have questions about this form or the filing requirements for this tax, or you need additional forms, contact Taxpayer Services, Monday through Friday, 8 a.m. to 7 p.m., ET, at 1-800-352-3671 (in Florida only) or 850-488-6800.
- Hearing or speech impaired persons may call the TDD line at 1-800-367-8331 or 850-922-1115.

## Completing the Return

**Business partner number** - This is a unique identifier assigned by the Department when you register. The business partner number appears on your *Communications Services Tax Certificate of Registration* (DR-700014). Please be sure that this number is recorded on the return and all schedules before submitting to the Department.

**Rounding rule** - All dollar amounts should be rounded up to the nearest hundredth (.01).

**Supporting schedules** - All supporting schedules are required to process the return. Failure to submit supporting schedules will delay the processing of the return and/or any refund that may be associated with the return.

**Signature** - The return must be signed by a person who is authorized to sign on behalf of the dealer. Failure to include an authorized signature on Page 1 of the return will delay the processing of the return and/or any refund that may be associated with the return.

**Adjustments** - Adjustments or credits on transactions that occurred prior to October 1, 2001, may be claimed by filing an *Application for Refund* (Form DR-26) or by completing Schedule IV.

## Line-by-Line Instructions

Enter all demographic information requested on Page 1 of the return, if the return is not personalized.

**Note: Complete Schedules I through V, if applicable, before completing Lines 1-12 of the return.**

**Line 1 - Tax due on sales subject to the state portion of the communications services tax.** Enter the amount from Summary of Schedule I, Column F, Line 3 (Page 15).

**Line 2 - Tax due on sales subject to the gross receipts portion of the communications services tax.** Enter the amount from Summary of Schedule I, Column G, Line 6 (Page 15).

**Line 3 - Tax due for sales subject to the local portion of the communications services tax.** Enter the amount from Summary of Schedule I, Column H, Line 7 (Page 15).

**Line 4 - Tax due for direct-to-home satellite services.** Enter total from Schedule II, Column C (Page 16).

**Line 5 - Total communications services tax.** Add Lines 1 through 4 and enter the result here.

**Line 6 - Collection allowance.** If the collection allowance rate is not preprinted on the return, check the box for the collection allowance that applies to this filing period. Multiply the collection allowance rate by the amount on Line 5 and enter the result here.

Determining the collection allowance:

- Only timely filed returns with payments are entitled to a collection allowance.
- Dealers who submit a timely filed return and payment and use the DOR database, a database certified by DOR, or a ZIP+4 database in compliance with s. 202.22, F.S., to situs customers may apply a .75 percent (.0075) collection allowance.
- Direct-to-home satellite dealers who file a timely return and payment may apply a .75 percent collection allowance.
- All other dealers who file a timely return and payment and do not use the DOR database, a database certified by DOR, or a ZIP+4 database in compliance with s. 202.22, F.S., must apply a .25 percent (.0025) collection allowance.
- Direct pay certificate holders do not receive a collection allowance on amounts accrued but not collected from customers.

**Line 7 - Net communications services tax due.** Subtract Line 6 from Line 5 and enter the result here.

**Line 8 - Penalty.** A 10 percent (.10) penalty is due for each 30-day period, or fraction thereof, that your return or payment is late. The maximum penalty is 50 percent of the amount due. Multiply Line 5 by the applicable penalty percentage and enter the result here.

**Line 9 - Interest.** Interest is due on late payments, from the date tax is due until paid. A floating rate of interest applies to underpayments and late payments of tax. The rate is updated January 1 and July 1 of each year by using the formula established in section 213.235, F.S. See "Interest on late payments" on Page 19 for more information. Multiply Line 5 by the applicable interest rate and enter the result here.

**Line 10 - Adjustments.** Enter the Total Adjustments from Schedule III, Column G (Page 16) and/or the Total Adjustments from Schedule IV, Column U (Page 17). Enter negative numbers in parentheses (*amount*).

**Line 11 - Multistate credits.** Enter the Total Credits from Schedule V, Column H (Page 18).

**Line 12 - Amount due with return.** Add lines 7 through 9, add or subtract Line 10, subtract Line 11 and enter the result here. Enclose a check for this amount, payable to the Florida Department of Revenue.

**Signature.** The return must be signed by a person who is authorized to sign on behalf of the provider. **Failure to include an authorized signature on Page 1 of the return will delay the processing of the return and/or any refund that may be associated with the return.**

## Schedule I State, Gross Receipts, and Local Taxes Due

### Who must complete this schedule?

Communications services providers, including cable service providers, direct pay certificate holders, and mobile communications providers, must complete this schedule and sent it with the tax return. This schedule may not be used to report adjustments; deductions entered on Schedule I will not be accepted. Use Schedule IV to report bad debts and adjustments to prior periods.

Direct-to-home satellite service providers must complete Schedule II.

### Schedule I, Columns A through E (Pages 3-14)

**Column A - Local jurisdiction.** You must report the amount of taxable sales and tax collected and/or accrued for each county and municipality in which you provide or use communications services.

**Column B - Taxable sales subject to state tax.** Enter total sales of all taxable communications services and/or all purchases subject to the state tax under a direct pay permit. The following are examples of exempt sales transactions, for state tax calculation purposes.

Sales to:

- Residential customers, except for sales of mobile communications services and cable services.
- Federal government agencies.
- State, local, and municipal governments.
- Religious and educational organizations exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

**Column C - Taxable sales subject to local taxes.** Enter total sales of all taxable communications services and/or all purchases subject to the local tax under a direct pay permit. The following are examples of exempt sales transactions, for local tax calculation purposes.

Sales to:

- Federal government agencies.
- State, local, and municipal governments.
- Religious and educational organizations exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

**Column D - Local tax rates.** A list of local rates by jurisdiction is preprinted here. Note: Local rates can and do change frequently. You may verify current rates at [www.myflorida.com/dor](http://www.myflorida.com/dor).

**Column E - Local tax due.** Enter the total local tax collected and/or accrued for taxable transactions reported in Column C, on the line corresponding to the appropriate local jurisdiction.

### Summary of Schedule I, Columns F-H (Page 15)

#### Column F - State tax.

**Line 1 - Taxable sales.** Enter the grand total from Schedule I, Column B.

**Line 2 - State tax rate.** The state tax rate of .068 is preprinted here.

**Line 3 - State tax due.** Enter the total state tax collected and/or accrued for sales reported on Summary of Schedule I, Column F, Line 1 here and on Page 1, Line 1 of the return.

#### Column G - Gross receipts tax.

**Line 4 - Taxable sales.** Enter the grand total from Schedule I, Column C.

**Line 5 - Gross receipts tax rate.** The gross receipts tax rate of .0237 is preprinted here.

**Line 6 - Gross receipts tax due.** Enter the total gross receipts tax collected and/or accrued for sales reported on Summary of Schedule I, Column G, Line 4 here and on Page 1, Line 2 of the return.

#### Column H - Local tax.

**Line 7 - Local tax due.** Enter the grand total from Schedule I, Column E here and on Page 1, Line 3 of the return.

## Schedule II Direct-to-Home Satellite Services

### Who must complete this schedule?

Direct-to-home satellite service providers must complete this schedule and send it with the tax return.

**Column A - Taxable sales.** Enter total taxable sales of direct-to-home satellite communications services.

**Column B - Tax rate.** The direct-to-home satellite services tax rate of .1317 is preprinted here.

**Column C - Net tax due.** Enter the total communications services tax collected and/or accrued for taxable sales reported on Schedule II, Column A, here and on Page 1, Line 4 of the return.

## Schedule III Direct-to-Home Satellite Services Adjustments

### Who must complete this schedule?

Direct-to-home satellite service providers must complete this schedule to report adjustments to previous filing periods. Complete a separate Schedule III for each applied period that you are adjusting. Make photocopies of Schedule III as needed. Use Schedule V to claim multistate credits. Send all completed schedules with the tax return.

**Column A - Change in reported taxable sales.** Enter the net change in taxable sales. This is the total of the taxable sales which are either being added to or deleted from transactions previously reported. Report negative amounts in parentheses (*amount*).

**Note on eligible bad debts:** Direct-to-home satellite service providers may take credits on Schedule III for unpaid balances or worthless accounts. The credit amount should be reported as a reduction in taxable sales in Column A. The credit must be taken within 12 months after the last day of the calendar year for which the bad debt was charged off on the federal return. Subsequent to processing a return, the Department may require documentation to support bad debts adjustments.

**Column B - Rate.** Enter the appropriate rate for the applied period that you are adjusting.

**Column C - Collection allowance adjustment.** Collection allowance adjustments are required for all transactions that result in a **decrease** in taxable sales. If Column A (Change in reported taxable sales) is a decrease (negative number), multiply .0075 by the amount of tax collected and/or accrued on the amount in Column A. The result should be entered as a positive number in Column C. If a collection allowance was not taken on the original return or the adjustment results in an **increase** in taxable sales, this section does not apply. Enter 0 (zero) in Column C.

**Column D - Adjustment amount.** Subtract Column C from the amount of tax collected and/or accrued for sales transactions reported in Column A. Enter the result here. Report negative amounts in parentheses (*amount*).

### Penalty and Interest Calculation

Penalty and interest are due on all adjustments which result in an increase in tax due.

**Column E - Penalty.** See "Penalty for late payments" on Page 19 for information on calculating the penalty due.

**Column F - Interest.** See "Interest on late payments" on Page 19 for information on calculating the interest due.

**Column G - Total adjustments.** Sum the totals of Columns D, E, and F. Enter the result here and on Page 1, Line 10 of the return.

## Schedule IV Adjustments

### Who must complete this schedule?

All dealers of communications services (except direct-to-home satellite service providers) must report adjustments to previous filing periods on Schedule IV. This schedule must be used to correct state or local tax siting errors (revenue reported in the wrong jurisdiction) and to adjust amounts reported incorrectly on previous returns. Complete a separate Schedule IV for each applied period that you are adjusting. Make photocopies of Schedule IV as needed. Use Schedule V to claim multistate tax credits.

**Column A - Local jurisdiction.** Enter the names of the jurisdiction(s) for which you have adjustments. Attach additional sheets as needed.

### State Tax Calculation

**Column B - Change in reported taxable sales.** Enter the net change in taxable sales on the line corresponding to the appropriate local jurisdiction(s). The net change in taxable sales may include a reduction for eligible bad debts. Report negative amounts in parentheses (*amount*).

**Note on eligible bad debts:** Dealers of communications services may take credits on Schedule IV for unpaid balances or worthless accounts. The credit amount should be reported as a reduction in taxable sales in Column B. The credit must be taken within 12 months after the last day of the calendar year for which the bad debt was charged off on the federal return. Subsequent to processing a return, the Department may require documentation to support bad debts adjustments.

**Column C - Rate.** Enter the appropriate rate for the applied period that you are adjusting.

**Column D - Collection allowance adjustment.** Collection allowance adjustments are required for all transfers of tax between jurisdictions and any transactions that result in a **decrease** in taxable sales for a prior applied period. Use the following calculation and rules to determine the correct collection allowance credit or the correct amount of the previous credit that must be recouped.

**Note:** If the original filing was not eligible for a collection allowance or if this schedule is being used to report only an **increase** in taxable sales for a prior applied period, this section does not apply. Enter 0 (zero) in Column D.

**Note:** When a jurisdictional transfer results in a transfer to a jurisdiction with the same or higher tax rate, the collection allowance adjustment must be capped at the amount claimed on the original return. A dealer using the DOR database, a database certified by DOR, or a ZIP+4 database in compliance with section 202.22, F.S., will be held harmless for penalty and interest that would have accrued otherwise as a result of the additional tax due on the transfer (i.e., no additional collection allowance will be granted on additional tax due as a result of the transfer). A dealer who does not use a database as specified in the previous sentence is not entitled to a collection allowance on the additional tax due. The additional tax due from the transfer to the jurisdiction with the higher tax rate will be due, along with penalty and interest.

If Column B (Change in reported taxable sales) is a **decrease** (negative number), the collection allowance must be recouped by one of the following methods. The result should be entered as a positive number in Column D.

- If the dealer is using the DOR database, a database certified by DOR, or a ZIP+4 database in compliance with s. 202.22, F.S., multiply .0075 by the tax collected and/or accrued for sales being decreased in Column B.
- If the dealer is not using the DOR database, a database certified by DOR, or a ZIP+4 database in compliance with s. 202.22, F.S., multiply .0025 by the tax collected and/or accrued for sales being decreased in Column B.

**Column E - Adjustment amount.** Subtract Column D from the tax collected and/or accrued for the sales reported in Column B, and enter the result here.

### Local Tax Calculation

**Column F - Change in reported taxable sales.** Enter the net change in taxable sales for the appropriate jurisdiction(s). The net change in taxable sales may include a reduction for eligible bad debts. Report negative amounts in parentheses (*amount*).

**Column G - Rate.** Enter the appropriate local rate for the applied period that you are adjusting.

**Column H - Collection allowance adjustment.** Collection allowance adjustments are required for all transfers of tax between jurisdictions and any transactions that result in a **decrease** in taxable sales for a prior applied period. Use the following calculation and rules to determine the correct collection allowance credit or the correct amount of the previous credit that must be recouped.

**Note:** If the original filing was not eligible for a collection allowance or if this schedule is being used to report only an **increase** in taxable sales for a prior applied period, this section does not apply. Enter 0 (zero) in Column H.

**Note:** When a jurisdictional transfer results in a transfer to a jurisdiction with the same or higher tax rate, the collection allowance adjustment must be capped at the amount claimed on the original return. A dealer using the DOR database, a database certified by DOR, or a ZIP+4 database in compliance with section 202.22, F.S., will be held harmless for tax, penalty, and interest that would have accrued otherwise as a result of the additional tax due on the transfer (i.e., no additional collection allowance will be granted on additional tax due as a result of the transfer). A dealer who does not use a database as specified in the previous sentence is not entitled to a collection allowance on the additional tax due. The additional tax due from the transfer to the jurisdiction with the higher tax rate will be due, along with penalty and interest.

If Column F (Change in reported taxable sales) is a **decrease** (negative number), the collection allowance must be recouped by one of the following methods. The result should be entered as a positive number in Column H.

- If the dealer is using the DOR database, a database certified by DOR, or a ZIP+4 database in compliance with s. 202.22, F.S., multiply .0075 by the tax collected and/or accrued for sales being decreased in Column F.
- If the dealer is not using the DOR database, a database certified by DOR, or a ZIP+4 database in compliance with s. 202.22, F.S., multiply .0025 by the tax collected and/or accrued for sales being decreased in Column F.

**Column I - Adjustment amount.** Subtract Column H from the tax collected and/or accrued for the sales reported in Column F, and enter the result here. Report negative amounts in parentheses (*amount*).

### Penalty and Interest Calculation

Penalty and interest are due on all adjustments which result in additional tax due, except corrections of state or local tax situsing errors (revenue reported in the wrong jurisdiction).

**Column J - Penalty.** See "Penalty for late payments" on Page 19 for information on calculating the penalty due.

**Column K - Interest.** See "Interest on late payments" on Page 19 for information on calculating the interest due.

## Gross Receipts Calculation

**Column L - Change in reported taxable sales.** Enter the net change in taxable sales. The net change in taxable sales may include a reduction for eligible bad debts. Report negative amounts in parentheses (*amount*).

**Column M - Rate.** Enter the appropriate gross receipts rate.

**Column N - Collection allowance adjustment.** Collection allowance adjustments are required for all transactions that result in a **decrease** in taxable sales. If the change in taxable sales is an **increase**, no collection allowance adjustment is allowed. Note: If a collection allowance was not taken on the original return, this section does not apply. Enter 0 (zero) in Column N.

If Column F (Change in reported taxable sales), is a **decrease** (negative number), the collection allowance must be recouped by multiplying the tax collected and/or accrued for sales being decreased in Column F by .0075 in the case of a dealer using the DOR database, a database certified by DOR, or a ZIP+4 database in compliance with s. 202.22, F.S.; or .0025 in the case of a provider not using a database as specified here. This amount should be entered as a positive number in Column N.

**Column O - Adjustment amount.** Subtract Column N from the tax accrued on the transactions reported in Column L and enter the result here. Report negative amounts in parentheses (*amount*).

**Column P - Penalty.** See "Penalty for late payments" on Page 19 for information on calculating the penalty due.

**Column Q - Interest.** See "Interest on late payments" on Page 19 for information on calculating the interest due.

**Column R - Net tax adjustments.** Add the totals of Columns E, I, and O and enter the result here. Report negative amounts in parentheses (*amount*).

**Column S - Penalty.** Add the totals of Columns J and P and enter the result here.

**Column T - Interest.** Add the totals of Columns K and Q and enter the result here.

**Column U - Total adjustments.** Add Columns R, S, and T and enter the result in Column U and on Page 1, Line 10 of the return. Report negative amounts in parentheses (*amount*).

## Schedule V Multistate Credits

### Who may complete this schedule?

Any dealer, upon proof that the dealer has paid a communications services tax legally imposed by another state or local jurisdiction, may take a credit against the Florida communications services tax for an amount not to exceed the dealer's Florida communications services tax liability in the relevant local jurisdiction for the current filing period. Any credit amount exceeding the current month's tax liability must be claimed on a subsequent return. All dealers must use this schedule to claim multistate credits. All dealers, except direct-to-home satellite service providers, must complete Columns A through F. Direct-to-home satellite service providers must complete only Column G.

**Column A - Local jurisdiction.** Enter the county(ies) or municipality(ies) for which multistate credits apply.

**Columns B and C - Applied period.** Enter the month, day, and year for the beginning and ending dates of the original filing period for which the credit applies in the row corresponding to the appropriate local jurisdiction(s). Separate entries are required for each applied period.

### Local Tax Credits

**Column D - Multistate credits.** Enter the amount of the eligible multistate credit in each jurisdiction. Report negative amounts in parentheses (*amount*).

### State Tax Credits

**Column E - Multistate credits.** Enter the amount of the eligible multistate credits in each county. Report negative amounts in parentheses (*amount*).

### Gross Receipts Credits

**Column F - Multistate credits.** Enter the amount of the eligible multistate credit. Report negative amounts in parentheses (*amount*).

### Direct-to-Home Satellite

**Column G - Multistate credits.** Enter the amount of the eligible multistate credit. Report negative amounts in parentheses (*amount*).

**Column H - Total credits.** Add the totals of Columns D through G and enter the result here and on Page 1, Line 11 of the return.