



Filing and Paying Your Taxes Electronically

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The Department of Revenue makes electronic filing (e-file) and paying (e-pay) quick and easy. You can use our secure website 24/7 to enroll in e-Services; **or** to file and pay electronically without enrolling. Our enrollment site guides you through a step-by-step interview to help you get enrolled.

Every year, more taxpayers are choosing to file and pay electronically. They tell us that it is fast and convenient. Benefits of electronic filing include:

- the electronic applications check your math
- you get immediate confirmation that we received your return or payment
- there are no forms to find, fill out, or mail

Information sent through our website is encrypted and secure.

Enrollment is easy at: www.floridarevenue.com

To enroll, you will need to provide your:

- Federal Employer Identification Number (FEIN)
- Business partner number
- Contact information (name, address, email address, phone, and fax number)
- Banking information for ACH-Debit option (routing or transit number and bank account number)

Immediately after you enroll, you will receive an electronic confirmation that includes a user ID and password. You can begin to file and pay taxes electronically within two business days of receiving your user ID and password.

You can electronically file or pay without enrolling for:

- Sales and use tax
- Solid waste fees and rental car surcharge
- Reemployment tax (formerly unemployment tax)
- Prepaid wireless E911 fee
- Pollutants and motor fuel tax (wholesaler/importer, petroleum carrier, exporter, blender)
- Insurance premium tax
- Corporate income tax (Modernized e-file with the IRS)
- Gross receipts tax
- Communications services tax
- Documentary stamp tax

However, the Department encourages all taxpayers to enroll in e-Services and take advantage of the additional features it provides: you can save your bank account and contact information, view your filing history, and reprint tax returns. You can also view bills that are posted to your account.

To e-file or e-pay without enrolling, you will need to provide your:

- Certificate number
- Business partner number
- Federal Employer Identification Number (FEIN)
- Reemployment tax account number (if paying reemployment tax)
- Contract object number

General Information

Who must file and pay taxes electronically by law?

- Businesses that paid \$20,000 or more in taxes during the most recent state fiscal year (July through June).
- Businesses that file consolidated sales and use tax returns.
- Anyone who prepared and reported reemployment tax for 100 or more clients in any calendar quarter during the most recent state fiscal year (July through June).
- Employers with 10 or more employees in any calendar quarter during the most recent state fiscal year (July through June).
- All licensed terminal suppliers, terminal operators, wholesalers/importers, petroleum carriers, exporters, and blenders.

If you cannot file electronically, call the Department at 800-352-3671 to see if you qualify for a waiver. Even if you qualify for a waiver from filing electronically, you must still pay your tax electronically.

Electronic Payments

You can pay your taxes electronically without enrolling. However, enrollment provides you some additional conveniences. When you enroll, our system saves your banking and contact information so you don't have to enter it every time you make a payment.

For **each** payment, you specify the payment amount and the date the payment is to be made. The payment date must be at least one business day before each payment is due. On the date you specify, the bank transfers the money from your account to the State's account. There is **no cost** to you and we have no access to your bank account.

Paying on Time

You must submit your payment and receive a confirmation number before 5:00 p.m., ET, on the business day before the date the tax is due. Payment deadlines are listed on the ***Florida e-Services Calendar of Due Dates (Form DR-659)***.

Note: If you pay electronically, using software you purchased, check with your software vendor for deadlines that may differ from those listed on the calendar of due dates (Form DR-659).

Payment Scheduling

You can schedule electronic payments ahead of time with our payment-scheduling feature. When you provide your payment instructions, you can choose a withdrawal date that is up to 30 calendar days in the future. This lets you submit your electronic return early and have the electronic payment withdrawn from your bank account at a later date.

Paying Tax Bills

You can pay bills (Notice of Amount Due or Demand for Payment) online for most taxes using an ACH-Debit or a credit card. You do not have to be enrolled in e-Services to pay bills online. However, once you enroll, you are able to quickly check your account status online and see if any bills have been posted to your account. You don't have to wait for notices to arrive in your mail box!

Electronic Filing

To file on time, you must submit your return and receive a confirmation number before 5:00 p.m., ET, on or before the date the tax return is due. If you submit a return and payment together, you must follow the electronic payment deadlines. The due dates for electronic payments are provided on Form DR-659.

Note: If you file using software you purchased, check with your software vendor for filing deadlines.

Frequently Asked Questions:

What are the electronic options for paying taxes?

- Internet
- Commercial software

Check our website for more information on each option to help you determine which method best meets your needs.

What are the electronic options for filing my taxes?

- Internet
- Commercial software
- Develop your own output file

Our website lists the options available for each tax.

What happens if I file or pay my taxes late?

We may assess both penalty and interest for either filing your return late or paying tax late. For taxes that provide a collection allowance, you lose your allowance when you file or pay late. If the circumstances were beyond your control and you can provide documentation proving you tried to file or pay on time, we will review your documentation and consider adjusting your account.

Will the Department mail me tax forms if I file electronically?

We do **not** mail you tax forms if you:

- File electronically.
- Are required by law to file electronically and you have not received a waiver.
- Use commercial software to prepare and file your corporate tax returns.

What if I find that I made a mistake after I filed or paid electronically?

Many of the e-file and e-pay options (Internet or commercial software) allow you to cancel a return or payment before 5:00 p.m., ET, on the same business day it was submitted.

Who do I call if I need help installing or using software I've purchased?

If you purchased software or use a vendor to process your tax returns or payments, you need to contact the software company or the vendor for support.

Can I use the ACH-Credit option for paying my taxes?

Yes. However, you are responsible for any costs involved in using this option and for ensuring the proper payment format is used. Form DR-600TP, *ACH-Credit Payment Method Requirements Florida e-Services*, provides the requirements for using the ACH-Credit payment methods. A table of tax types and the corresponding tax type code is provided in Form DR-655, *Tax Type/Tax Type Code Florida e-Services*.

Can I make electronic payments to other state agencies?

Yes. The Department processes electronic payments for other state agencies. You must contact the state agency that administers those taxes or fees for information about their electronic payment options and enrollment requirements. We provide the payment due dates for other state agencies on the e- Services calendar (Form DR-659).

For information about:

- Alcoholic Beverages and Tobacco, call 850-717-1142.
- Pari-Mutuel Wagering, call 850-717-1090.
- Retirement Contributions, call 850-414-6334.

Information, forms, and tutorials are available on our website: www.floridarevenue.com

To speak with a Department representative, call Taxpayer Services at 800-352-3671, Monday through Friday, excluding holidays.

To find a **taxpayer service center** near you, go to:

www.floridarevenue.com/taxes/Pages/servicecenters.aspx

For written replies to tax questions, write to:

Taxpayer Services – MS 3-2000
Florida Department of Revenue
5050 W Tennessee St
Tallahassee FL 32399-0112

Get the Latest Tax Information

Subscribe to our tax publications to receive due date reminders or an email when we post:

- Tax Information Publications (TIPs).
- Proposed rules, notices of rule development workshops, and more.

Go to: www.floridarevenue.com/dor/list/