



# How to Pay Your Audit Assessment and Notice of Taxpayer Rights

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Every taxpayer has the right to request a review of their audit results. Please carefully read this information and the outlined time limits. If you do not send payment or exercise your right to a formal or informal review, collection action will begin as soon as the assessment becomes final. You may contact the Department of Revenue, Case Processing, at 850-617-8565 about your rights or the status of your audit.

## Paying Your Audit Assessment

The Department encourages you to pay the balance due (including additional daily interest on the unpaid tax balance) that appears on the *Notice of Proposed Assessment* (NOPA) or latest Department of Revenue notice you received. You can pay all or a portion of the amount due at any time without risking your protest rights. If you protest the assessment, the Department recommends you pay the agreed-upon portion of the tax assessed as soon as possible. Interest will continue to accrue on the unpaid tax balance until it is paid. If you are unable to pay the liability in full within the time frame stated on your notice, please contact Case Processing.

The Department charges a fee on any debt more than 90 days old. The fee is equal to 10% of the balance due or \$10, whichever is greater. The fee is intended to recover the costs of collecting the debt. If you fail to timely pay the amount due after your appeal rights expire or the assessment becomes final, you will owe this fee.

## Paying Your Audit Assessment Electronically

The quickest way to make a payment is by using the Department's website. The Department provides a payment-only website that may be used to pay taxes, fees, and bills, or make other agency payments. Go to [floridarevenue.com/taxes/filepay](http://floridarevenue.com/taxes/filepay) and, under "Pay a Bill or Make a Payment," choose your payment option. You will use a combination of the following four identifying numbers to make a payment: Certificate number, Business Partner number, Contract Object number, or Federal Employer Identification Number (FEIN). This website requires you to enter your contact and banking information each time you make a payment.

## Paying your Audit Assessment by Mail:

- Make your check or money order payable to the **Florida Department of Revenue**.
- Write the audit number and tax type on your check or money order.
- Include any additional daily interest charges.
- Attach your check or money order to the coupon provided with the most recent notice you received. If you did not receive or cannot locate a coupon, attach your payment to a copy of the most recent notice you received.
- Mail your payment (do not send cash) in the enclosed envelope to:  
Florida Department of Revenue  
PO Box 5139  
Tallahassee FL 32314-5139

**Do not include your audit payment with other Department of Revenue payments. Please use the self-addressed envelope provided.** If you do not identify your payment as an audit payment, the Department may not be able to properly apply the funds to your account. As a result, additional penalty and interest may be billed, or your audit account may be transferred to collections.

## What if I do not agree with the audit results?

If you do not agree with the audit assessment, you can:

- File a written informal protest with the Department of Revenue; or
- File a written formal protest by petitioning for review by the Division of Administrative Hearings, or file an action in circuit court.

## Informal Protests

### What is an informal protest?

An informal protest is an objection to an assessment that is filed with the Department of Revenue. For informal protests, a taxpayer may serve as their own representative. At the taxpayer's request, a meeting or conference may be scheduled to be held in Tallahassee or by telephone.

### What is the deadline for filing an informal protest?

The deadline for filing an informal protest is 60 days from the date the Department issues the *Notice of Proposed Assessment* (NOPA). If you need to ask for an extension, your request must be received within 60 days from the date the Department issues the NOPA.

### What information must appear in a written informal protest?

- The taxpayer's name, address, and Federal Employer Identification Number or account number (where appropriate)
- The tax type and dollar amount(s) of tax, interest, or penalty challenged
- The period covered under the assessment and the amount of tax protested
- A schedule of the protested adjustments
- A statement of factual and legal grounds for the objection, and any contested factual issue
- A description or copy of the assessment
- A statement of whether a personal conference with a specialist from the Department is requested

### Where should I mail the informal protest?

Mail the informal protest to:

Technical Assistance and Dispute Resolution  
PO Box 7443  
Tallahassee FL 32314-7443

You can fax the protest to Technical Assistance and Dispute Resolution at 850-245-5981 or email it to [TADR\\_Protest@floridarevenue.com](mailto:TADR_Protest@floridarevenue.com).

### What happens after the Department receives my protest?

The Department will contact you when the informal review begins. When the informal review is complete, you will receive a *Notice of Decision* (NOD). The assessment becomes final when the Department issues the NOD.

### What if I still disagree?

The NOD will explain any rights available. You may file a *Petition for Reconsideration* with the Department of Revenue, file a petition for review by the Division of Administrative Hearings (DOAH), or file an action in circuit court or the appropriate Florida district court of appeal. Please note that interest continues to accrue during the protest period. For more information, review Rule 12-6.003, Florida Administrative Code.

## Formal Protests

### What is a formal protest?

A formal protest is an objection to an assessment that is filed and decided by the Division of Administrative Hearings (DOAH) or by a circuit court. When filing a formal protest, you must pay any taxes, penalties, and accrued interest you are not contesting. You may file either a DOAH protest (I) or an action in circuit court (II).

## **I. Formal Protest Under the Administrative Procedures Act, Chapter 120, Florida Statutes (F.S.).**

### **What is the deadline for filing a petition for a formal hearing?**

The deadline for filing a petition for a formal hearing is 120 days from the date the Department issues the *Notice of Proposed Assessment* (NOPA), unless you file an informal protest. If you file an informal protest, and the Department issues a *Notice of Decision* (NOD), your petition for a formal hearing must be received by the Department (not postmarked) within 60 days from the NOD date. There is no extension of time to file a petition for a formal hearing.

### **What information should be contained in a petition for formal hearing?**

Each petition should be printed, typewritten, or otherwise duplicated in legible form on standard letter-size white paper. Unless printed, the impression should be on one side of the paper and lines should be double-spaced and indented. All petitions should contain:

- The name and address of each agency affected and each agency's file or identification number, if known
- The name and address of the petitioner or petitioners, and an explanation of how their substantial interests will be affected by the agency determination
- A statement of when and how the petitioner received notice of the agency decision or intent to make a decision
- A statement of all disputed issues of material fact (if none, the petitioner must so indicate)
- A concise statement of the ultimate facts alleged, as well as the rules and statutes that entitle the petitioner to relief
- A statement of the action or relief that the petitioner expects as a result of the hearing
- Other information that the petitioner contends is material

### **Your petition and any documents that you provide with it may be subject to public disclosure.**

### **Where do I mail a petition for a formal hearing with the Division of Administrative Hearings?**

Mail your petition for a formal hearing to:

Office of the General Counsel  
Florida Department of Revenue  
PO Box 6668  
Tallahassee FL 32314-6668

You can also fax your petition to the Office of the General Counsel at 850-488-7112 and mail the original by mail. The fax date will be considered the date filed.

### **What happens after my formal hearing petition is received?**

After receiving the petition, the Department will either accept or deny it. If accepted, the Department will conduct the hearing through the agency head, his designee, or assigned person authorized by section (s.) 120.57(1)(a), F.S., or other authority; or request that an administrative law judge from the Division of Administrative Hearings (DOAH) be assigned to conduct the hearing and issue a recommended order.

A petition may be denied if the petitioner does not adequately state the material facts, or if the petition is untimely. The Department will promptly give written notice to the parties of the action taken, and will state its reasons for that action. If the Department chooses to ask that an administrative law judge be assigned to conduct the hearing, the Department will forward the petition (and all materials filed with the agency) to DOAH. Parties will be notified either personally or by mail of any final order issued by the Department.

### **What if I still disagree?**

If you still disagree, your appeal must be filed with the appropriate Florida district court of appeal. For more information, review s.120.80, F.S.

## **II. Formal Protest in Circuit Court, s. 72.011, F.S.**

### **What is the deadline for filing an action in circuit court?**

The deadline for filing an action in circuit court is 120 days from the date the Department issues the *Notice of Proposed Assessment* (NOPA), unless you file an informal protest. When the Department issues a *Notice of Decision* (NOD) on your informal protest, your formal protest must be filed with the clerk of the court (not postmarked) within 60 days from the NOD date. There is no extension of time to file an action in circuit court.

### **What is required when filing an action in circuit court?**

You must pay the Department any uncontested taxes, penalties, and accrued interest. You must either pay into the registry of the court or post a cash or surety bond for any contested portion of the assessment, including penalties and interest, unless this requirement is waived in writing by the executive director of the Department.

### **Where do I file an action in circuit court?**

Taxpayers who are Florida residents should file an action either in the Second Judicial Circuit Court or in the circuit court in the county where the taxpayer resides or maintains the principal place of business. Taxpayers who are not Florida residents or who do not maintain a commercial domicile in this state should file their actions in the Second Judicial Circuit Court.

### **What if I still disagree?**

After receiving a decision from the circuit court, you can file an appeal with the appropriate Florida District Court of Appeal. For more information, review s. 72.011, F.S.

### **Actions in Districts Court of Appeal**

You may contest a *Notice of Decision* or a *Notice of Reconsideration* in the appropriate Florida District Court of Appeal by filing a *Notice of Appeal* meeting the requirements of Rule 9.110, Florida Rules of Appellate Procedure. File the appeal with the Office of the General Counsel, Florida Department of Revenue, PO Box 6668, Tallahassee FL 32314-6668, and with the clerk of the appropriate Florida District Court of Appeal, along with the applicable filing fee. The Notice of Appeal must be filed within 30 days of the *Notice of Decision*. For more information, review s. 120.68, F.S.

### **What is the Role of the Florida Taxpayers' Rights Advocate?**

The Office of Taxpayers' Rights Advocate guides the review and resolution of taxpayer problems and complaints not solved through normal channels at the Department. The Office of Taxpayers' Rights Advocate is not a substitute for informal protest procedures. If you believe you have not been treated fairly by Department employees, you should try to resolve your problems through normal channels. If you have taken these steps, but still believe the Department has not addressed your concerns, you may call the Taxpayers' Rights Advocate at 850-617-8168 or send your concerns in writing to:

Office of Taxpayers' Rights Advocate  
PO Box 5906  
Tallahassee FL 32314-5906