



New Dealer Guide to Working with the Florida Department of Revenue

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*A resource for newly registered dealers regarding
collecting, reporting and remitting sales and use tax.*

Welcome

Thank you for registering with the Department of Revenue to collect, report and remit Florida sales and use tax. It is our goal at the Department to provide excellent customer service as we assist you in complying with Florida tax laws. Please use the contact information listed on this brochure to let us know if you have any questions or suggestions. We wish you much success.

Leon M. Biegalski
Executive Director

Important Documents

- **Certificate of Registration (Form DR-11):** This form authorizes you to conduct business at the address shown and it must be displayed in a visible place at your business location. Your certificate includes your certificate number and your business partner number. When you contact the Department, provide these numbers to identify your business location.
- **Florida Annual Resale Certificate for Sales Tax (Form DR-13):** This form is used for tax-exempt purchases or rentals of property or services you intend to resell or re-rent as part of your business. If goods bought for resale are later used (not resold), you must report and pay use tax and surtax on those items. Florida law provides criminal and civil penalties for fraudulent use of a *Florida Annual Resale Certificate for Sales Tax*.

Annual resale certificates **expire each year on December 31**. If you are a registered dealer and you are conducting business, a *Florida Annual Resale Certificate for Sales Tax* will be issued to you each year. Certificates issued to new business locations beginning in mid-October will be effective from the date issued through the following calendar year.

Each November, your *Florida Annual Resale Certificate for Sales Tax* for the following calendar year will be available on the Department's website. If you file paper sales and use tax returns, your certificate will also be mailed to you with your annual coupon book or your paper return. Using your tax account information, you can download and print your certificate. Visit **floridarevenue.com** and select "Print Annual Resale Certificates." If you need assistance, contact Taxpayer Services at 850-488-6800.

- **Common Sales Tax Brackets (Form DR-2X):** This form assists you in calculating the correct state tax of 6%, plus local discretionary sales surtax rates levied by Florida counties. When sales transactions fall below or in between whole dollar amounts, you must use the **bracket system** to calculate the tax on partial dollar amounts. Form DR-2X shows the most commonly charged state plus local discretionary sales surtax rates. This form and other bracket rate charts are available online at **floridarevenue.com/forms**.

Additional Tax Registration Requirements

The Department's online tax registration application and paper form (**Florida Business Tax Application, Form DR-1**) asks you to answer a series of questions about your business that will notify you of other tax responsibilities. In addition to your sales and use tax registration, you may also be required to register to file and remit other taxes. For example:

- If you buy, trade or sell secondhand goods or scrap metal, you must register as a

secondhand dealer or secondary metals recycler using a **Registration Application for Secondhand Dealers and/or Secondary Metals Recyclers (Form DR-1S)**.

- If you sell tires or batteries; rent or lease motor vehicles to others; or operate a dry-cleaning business, you must register to file and pay solid waste and surcharge and rental car surcharge fees on the **Solid Waste and Surcharge Return (Form DR-15SW)**.

Registered Florida Sales and Use Tax Dealer Responsibilities

As a registered dealer, you act as an agent of Florida and must:

- Collect sales tax (state plus applicable local discretionary sales surtax) on each taxable transaction.
- Pay use tax on items you use in the business that you buy tax-exempt or remove from inventory and do not resell.
- Remit the tax you collect and pay the use tax you owe to the Florida Department of Revenue. You can file and pay online or mail a **Sales and Use Tax Return (Form DR-15)** with a check or money order.
- Keep complete and accurate records for all your tax returns filed including cancelled tax payment checks and sales and purchases documentation. Records must be kept for at least three years.

The sales tax collected through your business transactions become state funds at the moment of collection; you serve as a custodian of these funds until you remit them to the Department of Revenue. Please keep accurate records and maintain separate accounting regarding these funds.

Filing Requirements

If you are not enrolled to file and pay electronically, a sales and use tax return will be mailed to you for your first reporting period. A sales and use tax coupon book and instructions will also be mailed to you to use for the remainder of the calendar year. It is your responsibility to file a return and remit tax to the Department even if you do not receive returns. If you do not receive your tax returns before your first due date, please contact the Department.

If you own multiple business locations, you may file a consolidated sales and use tax return. To obtain a consolidated filing number, submit an **Application for Consolidated Sales and Use Tax Filing Number (Form DR-1CON)** to the Department. This application is available online at floridarevenue.com/forms.

Due Date Information and Reminders

Returns and payments are due on the 1st and late after the 20th day of the month following each reporting period, whether you are filing monthly, quarterly, twice a year or yearly. If the 20th falls on a Saturday, Sunday or state or federal holiday, returns are timely if filed electronically, postmarked or hand-delivered on the first business day after the 20th. **Florida law requires you to file a tax return even if you do not owe sales and use tax.**

Monthly and quarterly filers can sign up to receive email reminders about approaching due dates for each reporting period. Visit floridarevenue.com/dor/subscribe to sign up for email updates. Electronic filers will automatically receive reminders and do not have to sign up for the subscription service.

Penalty and Interest

Penalty: If you file your return or pay tax late, a late penalty of 10 percent of the amount of tax owed, but not less than \$50, may be charged. The \$50 minimum penalty applies also to businesses who file a late return even if no tax is due. Penalty will also be charged if your return is incomplete.

Interest - A floating rate of interest applies to underpayments and late payments of tax. Interest rates are available on the Tax and Interest Rates web page of the Department's website.

Sales to Exempt Organizations

A **Consumer's Certificate of Exemption (Form DR-14)** is provided to eligible nonprofit organizations, religious institutions and governmental bodies exempting them from paying tax on purchases for their own use. Payment for a tax-exempt purchase must be made only by the entity named on the certificate. A personal payment that will be reimbursed by the entity named on the certificate cannot be accepted.

Taxable Purchases - Use Tax

"Use Tax" (6% state tax plus applicable local discretionary sales surtax) is owed on taxable purchases of goods or services you have used or consumed that were:

- Internet and out-of-state purchases not taxed by the seller and **not** purchased for resale.
- Out-of-state or local purchases not taxed by a supplier and **not** purchased for resale, whether ordered online, from a catalog or by telephone.
- Taxable items that you originally purchased untaxed for resale, which you, your business or employees used or consumed.

Changes to Your Business?

Please notify the Department immediately if you change your business name, location or mailing address, or close or sell your business. It's easy and fast to notify the Department online by visiting the Department's website and selecting "General Tax," then clicking on the "Update Account Information Online" button.

To notify the Department in writing, mail a letter to:

Account Management - MS 1-5730
Florida Department of Revenue
5050 W Tennessee St
Tallahassee, FL 32399-0160

Be sure to include your business partner number and your certificate number in any written correspondence sent to the Department.

You must submit a new registration online or complete a paper **Florida Business Tax Application (Form DR-1)** if you:

- move your business location from one Florida county to another;
- add another business location;
- change your legal entity; or
- change the ownership of your business.

If you cancel your account or sell your business, **you must file a final return and remit all applicable taxes due within 15 days** after closing or selling the business. Your final return must cover the period from your most recent return filing to the closing date.

Learn More and Stay Informed

The Taxpayer Education page on the Department's website has sales and use tax tutorials on how to complete your tax return; calculate discretionary sales surtax; electronically file and remit your taxes; and pay estimated tax. The page also includes links to educational webinars conducted in partnership with SCORE. You can also download a copy of the **Business Owner's Guide (Form GT-300015)**. Sign up to receive email updates from the Department, including electronic copies of Tax Information Publications, at floridarevenue.com/dor/subscribe.

Resources for Business Success: Partnership with SCORE

The Department is proud to partner with SCORE to provide tools and resources that can help

businesses succeed. SCORE is a nonprofit association of volunteer business counselors supported by the U.S. Small Business Administration. Their experienced volunteers provide free or low-cost business advice and mentoring, as well as workshops and taxpayer education webinars. In partnership with SCORE, the Department presents webinars on topics that provide important information for your business. Webinars are available on the **Taxpayer Education** page of the Department's website.

Reference Material

Brochures - Download these brochures from floridarevenue.com/forms:

- *Florida Taxpayer's Bill of Rights* (GT-800039)
- *How to Pay Your Audit Assessment and Notice of Taxpayer Rights* (GT-800004)
- *What to Expect from a Florida Reemployment Tax Audit* (RT-800063)

Contact Us

Information, forms and tutorials are available on the Department's website at floridarevenue.com.

To speak with a Department of Revenue representative, call Taxpayer Services at 885-488-6800, Monday through Friday, excluding holidays.

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

Subscribe to Receive Updates by Email

Visit floridarevenue.com/dor/subscribe to sign up to receive an email when the Department posts:

- Tax Information Publications (TIPs).
- Proposed rules, including notices of rule development workshops and emergency rulemaking.
- Due date reminders for reemployment tax, and sales and use tax.