Motor and Other Fuel Taxes
XML User Guide
For e-file Developers and Transmitters

Ver. 2017 1.0

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Changes

Title	Description Of Change
Introduction	Implement motor fuel XML

1 Introduction

1 The Florida Department of Revenue (FDOR) has established an electronic file and pay program for Terminal Operators and Terminal Suppliers in the Motor Fuel Taxes Program.

2 More information and resources on motor fuel taxes are available on the FDOR website at: http://floridarevenue.com/taxes/taxesfees/Pages/default.aspx.

3 Current and historic tax and interest rates are available on the FDOR website at: http://floridarevenue.com/taxes/taxesfees/Pages/tax_interest_rates.aspx.

2 Purpose

1 The Florida Department of Revenue (FDOR) has established an electronic file and pay program for motor fuel taxes using Extensible Markup Language (XML) format. The transmission methods are uploading via SecureNet and File Transfer Protocol (FTP).

2 This user guide provides electronic filers with the necessary information to successfully implement the state electronic filing program and identifies those items which are unique to the electronic filing of the Florida motor fuel taxes.

3 Definitions

- **BSWA:** The Department's service provider for intake and processing of electronic motor fuel taxes returns.
- **TIGERS:** Tax Implementation Group for E-Commerce Requirements Standards, a subgroup of the National Standards Institute's Accredited Standards Committee X12 Government Subcommittee.
- **Reporting period:** The calendar period that must be reported on a specific tax return.
- **SoftwareId:** An identification value created by FDOR. (For testing, use "09120212" for SoftwareId.)

4 Responsibilities

1 The following compliance requirements must be met:
- **FDOR**
  - Provide vendors with the *Software Development Application* (DR-600001).
  - Respond to inquiries within one to two business days.
  - Facilitate testing efforts.
  - Communicate tax rate, system and schema changes.
  - Approve tested software.
  - Provide vendors with a software ID upon the successful completion of testing.
- **BSWA**
  - Provide support for SecureNet account(s).

- **Vendor**
  - Submit a completed *Software Development Application* (DR-600001).
  - Adhere to all State procedures, requirements and specifications.
  - Develop tax preparation software in accordance with statutory requirements of the Department return preparation instructions.
  - Provide accurate Florida returns in correct electronic format for transmission.
  - Refrain from developing software to support electronic filing (transmission) of any form that will be submitted to the Department without prior approval.
  - Prevent electronic transmission of returns and/or supporting documents or schedules not approved for electronic filing by the Department. This is inclusive of those not supported for electronic filing as well as those supported but not successfully tested or approved by the Department.

- **Taxpayer**
  - Notify the Department of 'new taxpayer' or 'conversion to XML' testing.
  - Inform the Department whether your data is produced using in-house developed process or an off-the-shelf software solution.
  - Complete the required taxpayer testing process.
  - Receive electronic filing approval prior to submitting production returns.

2   The first step is to review the following documents in the MFT XML Version 2017 1.0 folder:
- 2017 X-Path Document
- 2017 Florida XML Schemas

5   About Filing and Paying Electronically

5.1   ACCEPTED FORMS AND SCHEDULES

1   The Department supports the following forms and schedules for motor fuel taxes processing:
- *Terminal Supplier Fuel Tax Return* (DR-309631)
- *Terminal Operator Information Return* (DR-309636)

2   There is **no signature** requirement for any of the forms that are submitted electronically. An electronic return is deemed signed when an individual who is authorized to sign includes his or her name in the electronic return data field and identifies it as a signature.

5.2   SUPPLEMENTAL RETURNS

1   Acceptable return types are original and supplemental. Supplemental returns may only be filed when an original return exists.

5.3   ADDRESS UPDATES

1   Address updates should be completed in a timely manner to ensure taxpayers receive timely notification. The following web address should be used to notify the Department for address changes: http://floridarevenue.com/dor/taxes/registration.html.

5.4 ACCOUNT CANCELATIONS

1   Accounts can be closed or made inactive by using the following web address:
http://floridarevenue.com/dor/taxes/registration.html.

5.5 TIMELY FILING

1   Returns are due to the Department on the 1st day of the month following the collection period. Returns will be considered late if they are not received on or before the 20th day of the month following the collection period. If the 20th day is a Saturday, Sunday, state or federal holiday, returns will be accepted as timely if filed on the next business day.

2   Returns with a payment included must adhere to the payment due date for the payment to be considered timely.

3   For specific, due dates on electronic returns and payments for the current year, refer to the *Florida e-Services Programs Calendar of Due Dates* (Form DR-659).

5.6 PAYMENT METHODS

1   Due to federal security requirements, the Department cannot process international ACH transactions. This applies to any portion of the money used in the payment coming from any financial institution located outside of the US or its territories.

- **ACH DEBIT -** Florida will allow a taxpayer to pay the balance due by authorizing an electronic funds withdrawal. If the taxpayer chooses this payment method, they may authorize the entire payment be made at the time their tax return is electronically filed. The payment amount cannot be greater than the tax due on the electronic tax return. The taxpayer must specify the bank account from which they wish to have the payment withdrawn and the date on which the withdrawal will be made.
- **ACH CREDIT -** Taxpayers should visit Florida Department of Revenue's website – (www.floridarevenue.com) for more information.

6 XML Documents

1   Review all provided information. You can create your XML document by following the samples provided in the XML schema folder. However, some of the tags in the sample XML documents are not needed for Florida. Samples only illustrate the structure of the XML documents.

6.1 XPATH DOCUMENT

1   The XPath document contains required tags (elements) that Florida will validate. Your file must contain all the required tags within the XPath Document to be valid. This document outlines important information that will be used to construct your file. This data includes the following:

- Cross-walk from Florida return fields to XML tags
- Field Descriptions
- Schema Category
- Field Rules/Validations
- Error codes/warning messages

2   The XPath has the following four workbooks:

- DR-309636 Lines
- DR-309361 Lines
- Acknowledgement
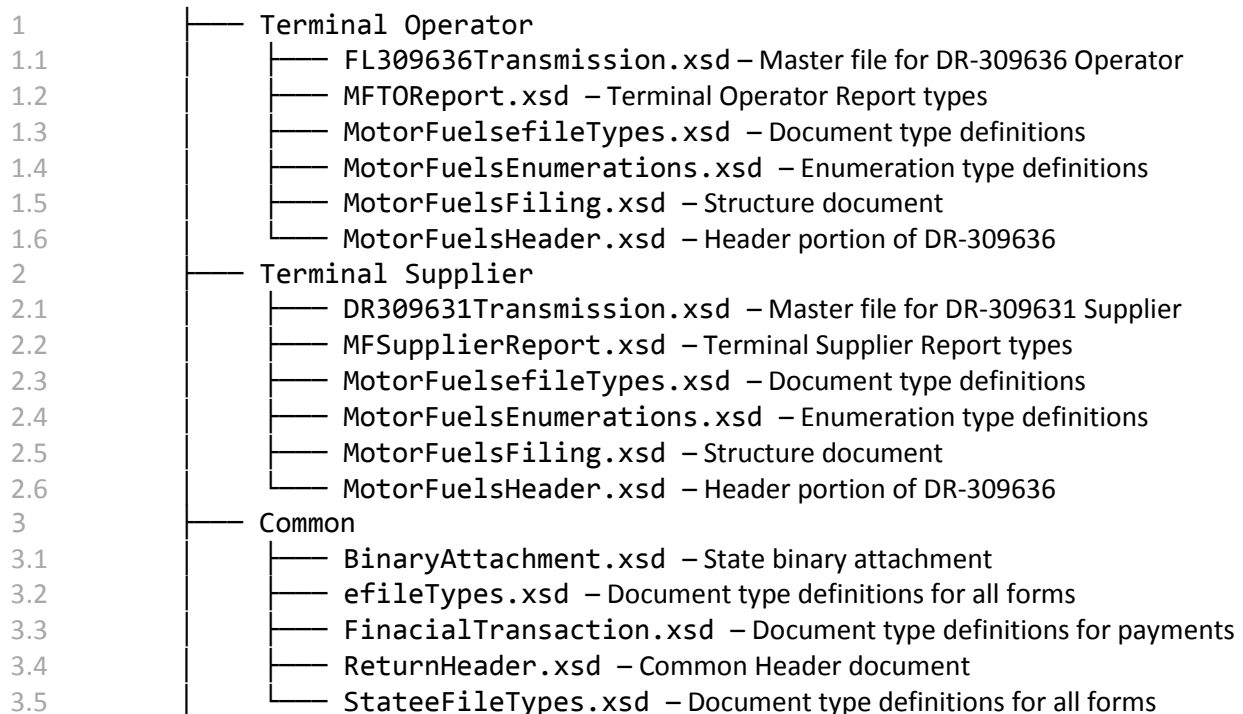- Alert Codes

6.1.1 USING THE XPATH DOCUMENT

1   FDOR uses an absolute location path which consists of one or more steps and begins with forward slash (/) with each step separated by a forward slash (/) and each attribute separated by a commercial at (@). Use the XPath document to navigate through elements and attributes in an XML document. The DR-309636 Lines and DR-309361 Lines XPath workbook have the following information:

Column Header	Purpose
Field Description	This field provides the field name from the tax form.
XPath	This field provides the absolute location path for each element and attribute.
Efile Type	This field provides the data type.
Length	This field provides the maximum field length for each element and attribute.
Req'd	This field provides the element's and attribute's status (**Req = Required, Opt = Optional, Cond = Conditional**)
Notes/Comments	This field provides the rules and validations performed for each element or attribute.

6.2 FLORIDA STATE SCHEMAS

1   FDOR uses a XML schema set based on the Motor Fuels Excise Tax (MFET) version 2.2 schema set by the TIGERS National Standards. Florida's schema version is version 2017 1.0.

6.2.1 FIGURE 1

```
1              ├──── Terminal Operator
1.1            │     ├──── FL309636Transmission.xsd – Master file for DR-309636 Operator
1.2            │     ├──── MFTOReport.xsd – Terminal Operator Report types
1.3            │     ├──── MotorFuelsefileTypes.xsd – Document type definitions
1.4            │     ├──── MotorFuelsEnumerations.xsd – Enumeration type definitions
1.5            │     ├──── MotorFuelsFiling.xsd – Structure document
1.6            │     └──── MotorFuelsHeader.xsd – Header portion of DR-309636
2              ├──── Terminal Supplier
2.1            │     ├──── DR309631Transmission.xsd – Master file for DR-309631 Supplier
2.2            │     ├──── MFSupplierReport.xsd – Terminal Supplier Report types
2.3            │     ├──── MotorFuelsefileTypes.xsd – Document type definitions
2.4            │     ├──── MotorFuelsEnumerations.xsd – Enumeration type definitions
2.5            │     ├──── MotorFuelsFiling.xsd – Structure document
2.6            │     └──── MotorFuelsHeader.xsd – Header portion of DR-309636
3              ├──── Common
3.1            │     ├──── BinaryAttachment.xsd – State binary attachment
3.2            │     ├──── efileTypes.xsd – Document type definitions for all forms
3.3            │     ├──── FinacialTransaction.xsd – Document type definitions for payments
3.4            │     ├──── ReturnHeader.xsd – Common Header document
3.5            │     └──── StateeFileTypes.xsd – Document type definitions for all forms
```

```
4              ├── ExtendedCommon
4.1            │    ├── Acknowledgement.xsd – Acknowledgement structure
4.2            │    ├── AckTransmission.xsd – Master file for acknowledgement manifests
4.3            │    ├── ReturnHeaderSO.xsd – ReturnHeader structure
4.4            │    └── TransmissionHeader.xsd – Transmission header structure
5              └── User Information
5.1                 ├── MFT _XML_Guide_v2017_1.0.pdf
5.2                 ├── MFT_XPath_v2017_1.0.xls
5.3                 ├── Sample Files
5.3.1               │    ├──
5.3.2               │    └──
5.4                 └── Test Files
5.4.1                    ├──
5.4.2                    └──
```

7 Software Testing and Approval

7.1 INITIAL TESTING FOR DEVELOPERS

1 **Developers must complete and return the *Software Development Application* ([DR-600001](#)) prior to any testing.**

2 Developers are required to use FDOR's specified schema. Testing of software developed for electronic filing is mandatory. All software must be tested using state scenarios. The Department's test scenarios are provided in the zip package.

3 Schema validation and business rules are defined for each field or data element. The XPath spreadsheet includes information on each field including: type, format, length, negative values, and the business rules or other edits. Developers must closely follow the requirements for each field to ensure proper data formatting.

- Software developers should apply data from the XPath spreadsheet or tax forms to the appropriate data element from the XML schema.
- All XML data must be well formed. All schedules, forms, and occurrences should be supported to maximize this service.
- Developers will be provided approval for use of their software product for production filing when all test scenarios have been successfully validated. Only software approved for production filing may be released and distributed by the developer.
- Any developer wishing to conduct testing in addition to the scenarios supplied and required by the Department should notify the Department prior to test submission.
- No production returns may be submitted prior to being approved for production filing, or using the SoftwareId provided for testing.

4 The Test system account registration data may not be current, and results may not be fully representative of the production environment.

5 Developer testing is accomplished by successfully passing validation using the test files provided. Test files are transmitted using the same method as production returns (see Section Eight – Transmitting the File). Test files must be designated for testing by setting the ProcessType field as

"T." In addition, since your production SoftwareId will be provided only upon successful completion of testing, the SoftwareId should be set to "09120212".

6   Approval of software for electronic filing **does not** include approval of any form developed/produced for hardcopy submission to the Department. Once you have received a confirmation number from your submitted test file, please forward the manifest confirmation and test file as attachments to EXD-Fuels@floridarevenue.com. In the subject line of your e-mail, please enter your company name and the wording "Requesting XML Production Credentials." Please allow two business days to receive a response.

7   Formal confirmation will be provided when software has been successfully tested, and a SoftwareId issued. Only software approved for production filing may be released and distributed.

7.2   CONTINUED TESTING FOR DEVELOPERS

1   The FDOR will monitor the quality of electronic transmissions and will contact the software developer to resolve issues. As a part of the monitoring process, FDOR may take one or all the following actions:
- monitor complaints about electronic filers;
- select a vendor or software product to participate in annual testing; and/or
- issue warning or suspension letters as appropriate (*see Section 10 – Production Monitoring and Suspension*).

2   In addition, FDOR may require annual or other periodic testing.

7.3   TESTING FOR NEW TAXPAYERS

1   **Terminal Operator and Terminal Supplier taxpayers must complete the DOR test process and receive electronic filing approval prior to submitting production returns.** Taxpayers are given 90 days to successfully complete the Department's testing process and begin submitting returns electronically.

2   All Terminal Operator and Terminal Supplier taxpayers must submit a (GT-400401) *Registration Package for Motor Fuel and/or Pollutants Registrants* which includes the (DR-600) *Enrollment and Authorization for e-Services form.*

3   Upon receiving notification of registration approval, begin your testing process by following the instructions below.

- Contact the Department of Revenue Business Technology office at: EXD-Fuels@floridarevenue.com.
    o Include the following in your email communication.
      ▪ Your business name, contact information, FEIN and license type.
      ▪ If you plan to use off-the-shelf software, or if you will be developing an in-house process.
      ▪ Whether your prior returns:
      include transactions, receipts or disbursements
        - or -
        are 'No Activity" zero returns.

- Create your user access to the Department's secure website (SecureNet).
  - Access SecureNet, on the FDOR File and Pay webpage at: http://floridarevenue.com/dor/eservices/filepay.html. Look for the heading "Upload a File Using SecureNet...," then select Fuel Tax – Terminal Operator and Terminal Supplier.

- **Taxpayers who have filed paper returns that contain transactions, receipts or disbursements will test by creating electronic returns that contain the same data.**
  - The test returns submitted must represent two original filings for the most recent months.
  - The Department requires test returns to include:
    - beginning and ending inventory figures for the first test cycle;
    - detail transactions for each schedule and product type that you report;
    - credit memos issued by the Department (if applicable);
    - penalty and interest (if applicable).
  - Email copies of your paper returns, your manifest created by the SecureNet system to: EXD-Fuels@floridarevenue.com.

- **Taxpayers who have filed paper returns that contain no transactions, no receipts <u>AND</u> no disbursements will test by creating electronic returns using the Department's test script(s).** Test scripts are available from the Terminal Operator and Terminal Supplier tax pages.
  - The test return submitted must represent one original filing for the most recent month.
  - The Department requires beginning and ending inventory figures.
  - Email copies of the return PDF created by your software, your submission manifest created by the SecureNet system to: EXD-Fuels@floridarevenue.com.

- **All test submissions should have:**
  - Test files must be designated for testing by setting filed "ProcessType" as "T".

- **Test submissions are processed each business day.**
  - Manifests are typically available within 24 to 48 hours.
  - If you have a problem with any aspect of your transmission, email EXD-Fuels@floridarevenue.com.
  Note: For more details, see Section 9, Acknowledgement System.

- Test returns that produce error free manifests will be reviewed. You will be notified of your results, and continued testing may be required. Please note: It is not uncommon to repeat this phase several times, and assistance will be provided as needed.

- After you have successfully completed all phases of the test, you will be notified in writing that you may begin filing in production.

7.4   Testing for Taxpayers Converting From EDI to XML Software
1 **Terminal Operator and Terminal Supplier taxpayers converting from EDI to XML must complete the DOR test process.**
  - Contact the Department of Revenue Business Technology office at: EXD-Fuels@floridarevenue.com.
    - Include the following in your email communication.
      - Your business name, contact information, FEIN and license type.

- If you plan to use off-the-shelf software, or if you will be developing an in-house process.
- Testing purpose is for conversion from EDI to XML.

- Use your existing user access to the Department's secure website (SecureNet).
  - Access SecureNet, on the FDOR File and Pay webpage at: http://floridarevenue.com/dor/eservices/filepay.html. Look for the heading "Upload a File Using SecureNet...," then select Fuel Tax – Terminal Operator and Terminal Supplier.

- **Taxpayers who have filed EDI returns that contain transactions, receipts or disbursements will test by creating XML returns that contain the same data.**
  - The test returns submitted must represent two original filings for the most recent months.
  - The Department requires test returns to include:
    - beginning and ending inventory figures for the first test cycle;
    - detail transactions for each schedule and product type that you report;
    - credit memos issued by the Department (if applicable);
    - penalty and interest (if applicable).
  - Email your manifest created by the SecureNet system to: EXD-Fuels@floridarevenue.com.

- **Taxpayers who have filed EDI returns that contain no transactions, no receipts <u>AND</u> no disbursements will test by creating XML returns using the Department's test script(s).** Test scripts are available from the Terminal Operator and Terminal Supplier tax pages.
  - The test returns submitted must represent one original filing for the most recent month.
  - The Department requires beginning and ending inventory figures.
  - Email your manifest created by the SecureNet system to: EXD-Fuels@floridarevenue.com.

- **All test submissions should have:**
  - Test files must be designated for testing by setting filed "ProcessType" as "T".

- **Test submissions are processed each business day.**
  - Manifests are typically available within 24 to 48 hours.
  - If you have a problem with any aspect of your transmission, email EXD-Fuels@floridarevenue.com.
  Note: For more details, see Section 9, Acknowledgement System.

- Test returns that produce error free manifests will be reviewed. You will be notified of your results, and continued testing may be required. Please note: It is not uncommon to repeat this phase several times, and assistance will be provided as needed.

- After you have successfully completed all phases of the test, you will be notified in writing that you may begin XML filing in production.

8 Transmitting the File

8.1 FILE REQUIREMENTS

1   Packaging of data and transmission payload must be in the proper format. Users of software approved for e-filing providers can submit files to the Department for processing.
- Each submission must be submitted in the agreed upon XML format.
- Zip Archiving is **not** supported.
- Multiple employer returns may be included in a single file.
- Any structure error codes such as "X1" will need to be supported by the software developers or in-house developer prior to contacting the Department. If your customer contacts the Department with an "X1" error, then they will be informed to contact their software provider. Software developers or in-house developers may contact the Department for support.

8.2 FILE TRANSMISSION

1   Access SecureNet, on the FDOR File and Pay webpage at: http://floridarevenue.com/dor/eservices/filepay.html. Look for the heading "Upload a File Using SecureNet…," then select Fuel Tax – Terminal Operator and Terminal Supplier.

2   To transmit a file using SecureNet:
- Click on the "MyFlorida" image.
- If you are a new user, click on the "New User" Button.
  o Fill in the necessary information and click on the submit button. Your Password will be mailed to you via the e-mail address you entered. Once you have retrieved your password, you will enter your UserID and Password as a "Registered User."
- Enter your UserID and Password and click "Login".
- At the top of this page, select "SendFile."
- Select "Fuel (DOR USE ONLY)."
- Select "2016 XML Test."
- Click the "Click to Continue!" button.
- Select "Choose File" and browse to and select your file, and click the "Upload the Selected File Now" button.

3   Screenshots are provided through the "Click HERE for instructions" link on the SecureNet site.

4   The Department will provide two courtesy emails, as follows:
- A **Trace Number email** after receiving your file (**see Section 12.2 – Trace Email**). This e-mail contains the Trace Number as acknowledgement of receipt of the transmission. This indicates your file has been received but has not yet been validated for errors.
- A **File Received email** informing you that you may access the manifest via SecureNet (**see Section 12.3 – Received File Email**). You should check for any errors that may need correcting for file resubmission or with a confirmation number if no errors.

These emails do not mean your file was accepted by the Department.

9 Acknowledgement System

1   The Department will generate a manifest for all files received. For SecureNet users to review manifests, you will need to login to your SecureNet account and select the "ReceiveFile" option. This option will display the manifest for each submission received. For FTP users, manifests will be provided in the root directory of your FTP account. It is the responsibility of the transmitter to review the manifest for any errors or warnings, and make resubmit or amend filings as may be required.

2   The Florida manifest indicates the returns are either accepted or rejected.

   - **Accepted** - This manifest indicates the electronic return was received and successfully completed the validation process. Every manifest for accepted submissions should contain a confirmation number. The manifest should be retained as your official documentation of your file being **accepted**. No further action is required regarding the transmission.

   - **Rejected** - This manifest indicates the electronic return was received and failed to successfully complete the validation process. The manifest will contain an error code(s) indicating the error(s) that caused the rejection. The error(s) must be corrected and the return can then be re-transmitted. There are no grace periods for re-submissions.

3   This is not a real-time update system. **Please allow 24 to 48 hours** to process the return information. Error and warning codes with descriptions are posted in the XPath document under the "Alert Codes" tab. Due to the time needed to process return information, the information displayed may not include recently filed corrections still in process.

9.1 MISSING MANIFESTS

1   All submissions should receive a manifest within 24 to 48 hours. In the event a manifest is not made available within that time, please send an e-mail to: EXD-Fuels@floridarevenue.com.

2   The body of the e-mail must contain the **file trace number** and **file name**. For faster processing, also include the FEI (Federal Employment Identification) number and transmission date.

9.2 EDITS AND VERIFICATIONS

1   Returns that are rejected will receive an error message. Returns with only warning messages will be accepted, provided there are no errors.

10 Production Monitoring and Suspension

1   The Department reserves the right to suspend the electronic filing privilege of any electronic filer or software developer who deviates from the requirements, specifications, and procedures stated in this guide or any corresponding administrative rules, or who does not consistently transmit error-free returns. When suspended, the electronic filer or software developer will be advised of the requirements for reinstatement into the program.

11 Contact Information

1 You are invited to contact us with any question(s) or comment(s) you have regarding our electronic filing program.

- **TECHNICAL ISSUES OR TESTING:**
  - EXD-Fuels@floridarevenue.com
  - **SUBJECT LINE:** Motor Fuel Development

- **STATE OF FLORIDA WEBSITE:**
  - www.myflorida.com

- **FLORIDA DEPARTMENT OF REVENUE WEBSITE:**
  - www.floridarevenue.com

- **TAX INFORMATION AND ASSISTANCE:**
  - 850-488-6800

- **MAILING ADDRESS:**
  - Florida Department of Revenue
  - Attention: BTO Unit - XML
  - 5050 West Tennessee Street
  - Tallahassee, Florida 32399-0100

12 Appendices and Accompaniments

12.1 ACCOMPANIMENTS

Document Title	Purpose
2017 XPath Document	
2017 Florida XML Schemas	
2017 Test Files	

12.2 TRACE EMAIL

1.1   Sender: secure@bswa.net

1.2   Subject: Received File Trace Number

1.3   Body:

```
************************************************************
* This is an auto-generated email, please do not respond to this message.
************************************************************


************************************************************
* File Trace Number = RF-[yyymmdd0nnnnnnn]
* Received File - Date and Time = [date] [time] [time zone]
************************************************************
File Type              = MFT_XML_TEST
Name of File Received   = [filename]
Received File Status     = RECEIVED SUCCESSFULLY


********************* IMPORTANT *********************
*              Please allow 24 to 48 hours for us to analyze and process your file. We will post a final
*              acknowledgment with confirmation or error(s) to your BSWA SecureNet account when
*              processing is complete.
************************************************************
```

1.4   **This does not mean your file was accepted by the Department (*see Section 9 – Acknowledgment System*).**

12.3 RECEIVED FILE EMAIL

1.1   Sender: secure@bswa.net

1.2   Subject: You have a file at Ritx-Secure.Bswa.Net

1.3   Body:

You have a new file ready for view or download at BswaSecure.net Please use the following link to open the login page

https://Ritx-Secure.Bswa.Net/FloridaDor

Your XML Manifest filename: MftManifestV1_[nnnnnnn].xml

1.4   **This does not mean your file was accepted by the Department (*see Section 9 – Acknowledgment System*).**