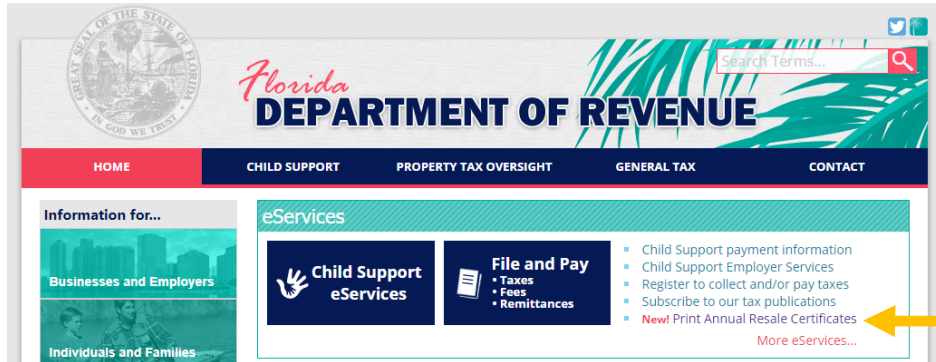
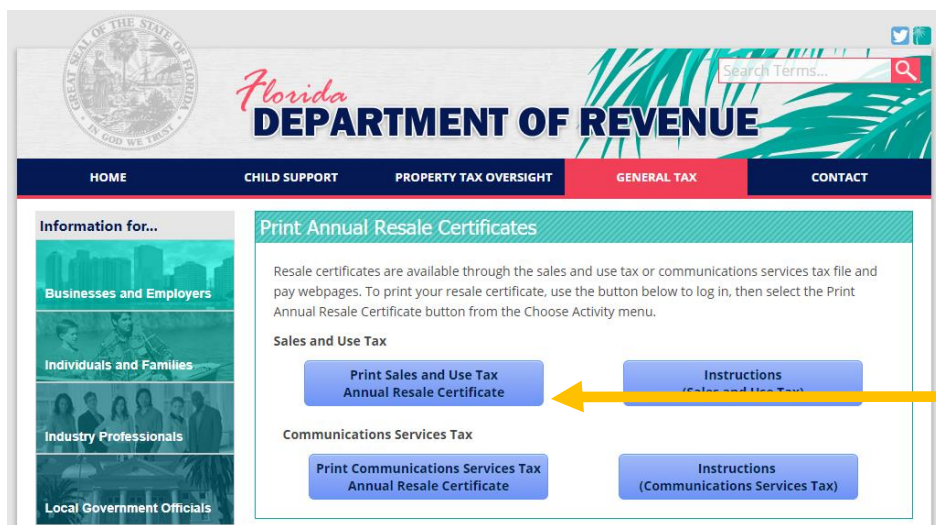


# Print a Sales and Use Tax Annual Resale Certificate in Five Easy Steps



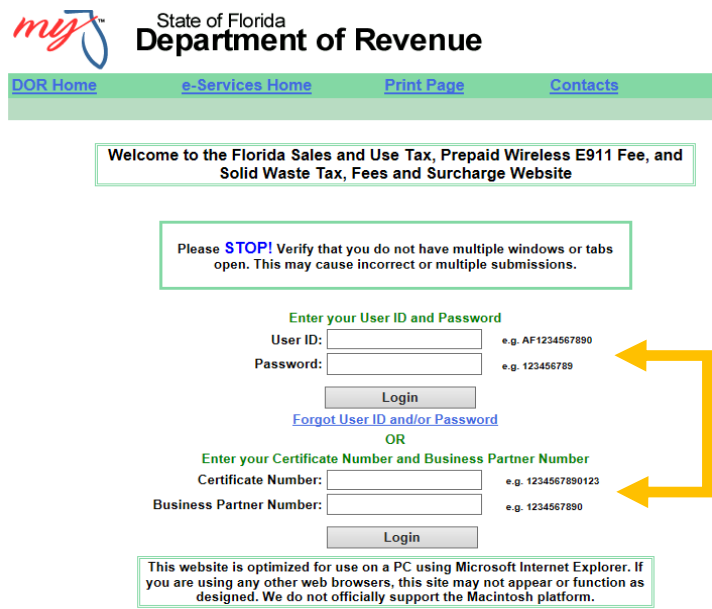
1

From the Department of Revenue's homepage, [Floridarevenue.com](http://Floridarevenue.com), select **Print Annual Resale Certificates**.



2

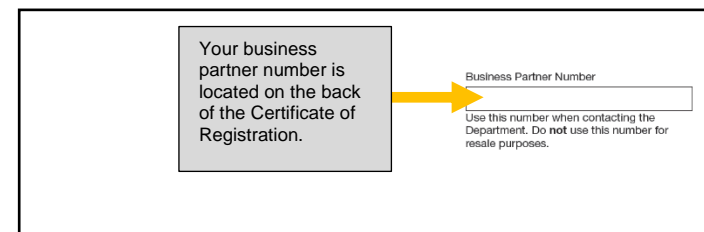
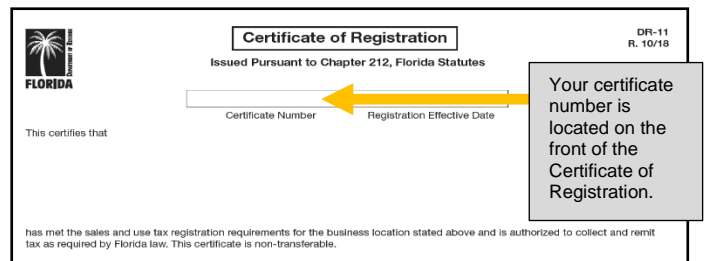
Select **Print Sales and Use Tax Annual Resale Certificate**.



3

Log in using your user ID and password.

If you do not have a user ID and password, you can log in using your certificate number and business partner number.





# Print a Sales and Use Tax Annual Resale Certificate in Five Easy Steps



State of Florida  
Department of Revenue

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Test Account					Access ID: AF1234567890				
2018 Payment or Return-with-Payment submission deadlines									
Reporting Period	Monthly	Quarterly	Semi Annual	Annual	Reporting Period	Monthly	Quarterly	Semi Annual	Annual
DEC 2017	JAN 19, 2018	JAN 19, 2018	JAN 19, 2018	JAN 19, 2018	JUL 2018	AUG 17, 2018			
JAN 2018	FEB 16, 2018				AUG 2018	SEPT 19, 2018			
FEB 2018	MAR 19, 2018				SEPT 2018	OCT 19, 2018	OCT 19, 2018		
MAR 2018	APR 19, 2018	APR 19, 2018			OCT 2018	NOV 19, 2018			
APR 2018	MAY 18, 2018				NOV 2018	DEC 19, 2018			
MAY 2018	JUN 19, 2018				DEC 2018	JAN 18, 2019	JAN 18, 2019	JAN 18, 2019	JAN 18, 2019
JUN 2018	JUL 19, 2018	JUL 19, 2018	JUL 19, 2018						

Note: All Transactions must be Submitted AND Confirmed prior to 5:00 PM ET on the date indicated above.

4

On the Bulletin Board page (not shown), select **Next**.

On the next page (copy shown), select **Sales and Use Tax**.

## File and Pay Access Menu

### Select Tax Website

- Sales and Use Tax
- Solid Waste Tax and Fees
- Prepaid Wireless E911 Fee



State of Florida  
Department of Revenue

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Sales Tax - [Click for Help](#)

User ID: AF1519294101

## Choose Activity

### File and Pay

- DR-15 (Sales and Use Return)
- Amended DR-15 (Sales and Use Return)

### Payment Only

(Choice does NOT include a tax return)

- Other Sales and Use Tax Payments

### Other Options

- Print Resale Certificate(s)
- Reprint Confirmation Page(s)
- Cancel Submission(s)

5

Select **Print Resale Certificate(s)** under Other Options.