

Reemployment Tax
Guide to Electronic Submission of Corrections
to the Quarterly Report

Purpose

The Department's new electronic RT-8A amendment process can be used to correct errors made on a previously submitted:


- Employer's Quarterly Report (RT-6)
- Quarterly Report for Out-of-State Taxable Wages (RT-6NF)
- Employer's Quarterly Report for Employees Contracted to Governmental or Nonprofit Educational Institutions (RT-6EW).

The new electronic RT-8A process may be used to change wage details, employee social information, and add and/or remove employees from the prior report. It is also used to make corrections required by Department of Revenue form letters sent to the taxpayer:

- Incomplete Quarterly Report Notice (RT-FL06A)
- Incomplete or Incorrect Report Notice (RT-FL04A)
- Missing Wage Report Notice (RT-FL13A)

Process

1. To correct a previously filed report, go to: floridarevenue.com/taxes/filepay.
2. Under the File and Pay Taxes or Fees section, select the appropriate Reemployment Tax filer type. After logging in and reviewing the bulletin board, select "Quarterly RT-8A" from the RT-8A Corrected Return option listing.
3. A drop-down box provides several options to indicate the reason for correcting a prior quarter. If the reason for a correction is in response to an RT-FL06A, a drop-down box will appear after you choose the reporting period to be corrected and will allow corrections to the number of full-time and part-time covered workers who performed services or who received pay for the payroll period including the 12th of the month.



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Access ID:

RT Account#:

FEIN/SSN:

2016 Payment or Return-with-Payment submission deadlines

Reporting Period	Quarterly (RT-6)	Annual (RT-7)	Reporting Period	Quarterly (RT-6)	Annual (RT-7)
DEC 2015	JAN 29, 2016	JAN 29, 2016	SEPT 2016	OCT 28, 2016	
MAR 2016	APR 29, 2016		DEC 2016	JAN 30, 2017	JAN 30, 2017
JUN 2016	JUL 29, 2016				

Note: All Transactions must be submitted AND confirmed prior to 5 PM ET on the date indicated above.

RT-8A / Corrected Return

Select the reason for correcting your return.

Select an available quarter (Quarters available for selection will display in the table below. If quarter is not available, select **Back to Menu**.)

If the desired quarter is prior to the oldest Year/Quarter displayed, you must open the Reemployment Tax page in a new window and obtain a new RT-8A (Correcting Errors).

2013	2014	2015
NA	NA	1st Qtr
NA	2nd Qtr	2nd Qtr
NA	3rd Qtr	3rd Qtr
NA	4th Qtr	4th Qtr

<Choose reason>

Response to RTFL04A

Response to RTFL06A

Response to RTFL13A

Add Wages and/or Employees

SSN Correction

Employee Name Change

Modify Out of State Wages

Modify Educational Institution Wages

Modify Tips Reported

Decreasing Wages

1 Exempt - Cafeteria Plan

2 Exempt - Family Employee


3 Exempt - Student

4 Partner's Wages

5 Owner's Wages

6 Decreasing Wages - OTHER

Select the reason for the corrected return.




Alert! This is not a real time update system. Due to the time needed to process corrected return information, the information displayed may not include recently filed corrections still in process. Submitting a corrected return with changes to wages and/or SSNs may not affect subsequent quarters. The employee details displayed for the corrected quarter and subsequent quarters will reflect your changes after the corrected information has been received and processed by DOR. Submitting multiple corrected returns the same day (for one or multiple quarters) may cause incorrect calculations.

Installation plan participants note. If correcting a quarter included in a current installment plan results in an additional amount due, the additional amount due needs to be paid immediately. The payment amounts for the installment plan will not change.

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- Select the previously-filed reporting period (quarter/year) to be corrected.



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2016 Payment or Return-with-Payment submission deadlines

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JUN 2016	JUL 29, 2016				

Note: All Transactions must be submitted AND confirmed prior to 5 PM ET on the date indicated above.

RT-8A / Corrected Return


Select the reason for correcting your return. **Required**

Select an available quarter **Required**

(Quarters available for selection will display in Black. Submitted quarters display in Gray.)
 If quarter is not available, select **Back to Menu** and select a RT-6 / Original return option.

If the desired quarter is prior to the oldest Year/Quarter displayed, click on the **Reemployment Tax - Click for Help** link above, to open the Reemployment Tax page in a new window and obtain instructions for filing corrections on paper (under heading **Correcting Errors**).

2013	2014	2015	2016	2017	2018
NA	NA	1st Qtr	1st Qtr	1st Qtr	1st Qtr
NA	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr
NA	3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr
NA	4th Qtr	4th Qtr	4th Qtr	4th Qtr	NA

List of available quarters.


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Installment plan participants note. If correcting a quarter included in a current installment plan results in an additional amount due, the additional amount due needs to be paid immediately. The payment amounts for the installment plan will not change.

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5. The screen will display the information in the Department's current records relating to a previously-filed report. If the report being corrected had more than 20 employees, the entire employee detail will not be displayed; however, you may search for employees by using either their name or their social security number (SSN). **NOTE: This is not a real-time update system. Due to the time needed to process return information, the information displayed may not include recently filed returns or corrections.**

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FEIN/SSN: [Redacted]

Corrected Return (Step 1 - create work list)

Corrected Return RT-8A RT-8A

Quarter Ending	Due Date	Penalty After Date	Tax Rate
March 31, 2016	April 01, 2016	April 30, 2016	0.0188

Enter SSN in the detail that you need to retrieve and correct
 Type SSN Here ie. 123456789(no dashes) Retrieve record

Enter Employee Name in the detail that you need to retrieve and correct
 Type Last Name Here Type First Name Here Retrieve record
 Type Middle Initial Here

Too many results to display (system maximum is 10). Please add additional information to search criteria.

Check the details you wish to retain for corrections.
 Select 'Move to Work List' to include an employee detail in your corrected return.

Employee Social Data Employee Wage Data

You will be able to modify or delete the following employees,
 and will be given the option to Add additional employees once you move to the next page.
 Select Next when you are ready to continue.

Employee Social Data Employee Wage Data

NOTE:
 Select "Back to Menu" will clear all data that you have entered. We do not retain Corrected work lists in progress.
 Select "Back" to return to the previous page.
 Select "Next" to continue processing this return.

Back to Menu Back Next

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- After you click on the employee data to be corrected, select "Add to worklist" and the data will be displayed in a worklist.

After adding all employees to be corrected to the worklist, select "Next." Select the type of correction activity (Delete or Correct) for each employee on the list and make the corrections. Then select "Process Deletes" if you deleted employees, and the screen will display the listing of employees marked for deletion and will ask you to "Accept" if correct. If you made corrections, select "Process Corrects" and the screen will display the employees marked for correction and ask you to accept if correct.

If any deletions or corrections are incorrect, select "undo" to revert to the original. To add new employees, select "Add Employees" and follow the instructions provided.

Review the completed worklist. It will list the detail status (add, delete, or correct) of each entry. Once the changes are correct and complete, select "Next" to move forward.

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Access ID: [redacted]
 RT Account#: [redacted]
 FEIN/SSN: [redacted]

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Corrected Return (Step 2 - update work list)

Quarter Ending	Due Date	Penalty After Date	Tax Rate
March 31, 2016	April 01, 2016	April 30, 2016	0.0188

Note: If no prior employee wage records are displayed, user must **Add employees** to continue OR go **Back** and select records for update. When wage records are displayed, user must go to the **Activity** column and select **Delete** or **Correct** for each record. **Deletes** are processed first then **Corrects**. After **Deletes** and **Corrects** are processed buttons, user may **Add employees**.

Employee Social Data				Employee Wage Data						
Activity		SSN	Last Name	First Name	MI	Florida Gross Wages	Out of State Taxable Wages (Paid YTD)	Emp. Contracted to Educ. Inst. Wages (Paid This Quarter)	Detail Status	Undo
Delete	Correct									
		[redacted]	[redacted]	[redacted]	[redacted]	\$7,080.79	\$0.00	\$0.00	Correct	
		[redacted]	[redacted]	[redacted]	[redacted]	\$4,080.79	\$0.00	\$0.00	Delete	

NOTE:
 Select "Back to Menu" will clear all data that you have entered. We do not retain Corrected work lists in progress.
 Select "Back" to return to the previous page.
 Select "Add Employees" to add additional employees to the wage list.
 Select "Next" to continue processing this return.

Process deletes, Process corrects and Add employees display and are accessible when needed.

[Process Delete](#) [Process Corrects](#) [Add Employees](#)
[Back to Menu](#) [Back](#) [Next](#)

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7. After the corrections are made, the next screen will display a summary of the corrections, including the amount of any additional tax due. Review the summary and ensure the corrections are accurate.
8. If you agree with the summary of corrections you will have the option to select either:
 - a. File Only – this selection allows submission of employee details with no payment included.
 - b. File and Pay – this selection allows submission of employee details and payment of additional tax due and any interest, if applicable.

Both selections will ask you to review your contact information to ensure it is correct.

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Summary

Corrected Return RT-8A RT-8A

Quarter Ending	Due Date	Penalty After Date	Tax Rate
March 31, 2016	April 01, 2016	April 30, 2016	0.0188

There area below has been calculated for you

	Original Return totals	Corrected Return totals
Total Gross Wages Paid This Quarter	\$104,362.97	\$107,362.97
Total wages exceeding \$7,000.00 paid to each employee this quarter	\$34,739.45	\$34,820.24
Total Out of State Taxable wages	\$0.00	\$0.00
Taxable Wages for this Quarter	\$69,623.52	\$72,542.73
Tax Due	\$1,308.92	\$1,363.80
Penalty Due	\$0.00	\$0.00
Interest Due	\$0.00	\$0.00
Total Amount Due (if less than \$1.00 no payment necessary)	\$1,308.92	\$1,363.80
Payment you have authorized	\$0.00	\$0.00
System calculated difference between original and corrected reports	Excess Amount	\$80.79
	Additional Amount Due	\$54.88

Corrections made.

Employee Social Data				Employee Wage Data		
Detail Status	SSN	Last Name:First Name MI	Florida Gross Wages	Taxable Wages (System Calculated)	Out of State Taxable Wages (Paid YTD)	Emp. Contracted to Educ. Inst. Wages (Paid This Quarter)
Correct			\$7,080.79	\$7,000.00	\$0.00	\$0.00
Delete			\$4,080.79	\$4,080.79	\$0.00	\$0.00

NOTE:
 Select "Back" to make correction.
 Select "File Only" if no payment is due or EFT payment will be submitted separately.
 Select "Next" to continue processing this return.

File and Pay Options.

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Important

The employee details displayed will reflect the latest data processed by the Department and that may not include recent changes. This is not a real-time update process. You cannot submit an RT-8A to correct an RT-6 that you filed earlier that day since the RT-6 will not have been processed yet. Submitting multiple corrected reports in the same day (for one or multiple quarters) may cause incorrect calculations. Submitting a corrected report with changes to wages and/or SSNs may affect subsequent quarters. In addition, if you are correcting an SSN, you will need to amend all reports for that calendar year which contained wages for the incorrect SSN.

If your correction resulted in an overpayment, it is unnecessary to submit a refund application. Your correction will be reviewed and any overpayment will result in a refund when verified. In accordance with section 213.25, Florida Statutes, the Department may reduce the refund to the extent of any billings for any tax owed to the Department not subject to protest.

All submissions receive a confirmation containing wage details (although the SSN will be masked) and a return summary that can be printed or saved as a PDF document. The Reprint Confirmations Page(s) option (located on the main menu) includes a return summary only (no employee details). Please SAVE and REVIEW your confirmation, but do not send it to the Department unless specifically requested by a Department employee.

You may also correct a prior report by uploading a file in a flat file format by selecting "Import Quarterly RT-8A" from the Reemployment Tax main menu.

This new process may not be used to correct a previously filed *Annual Report for Employers of Domestic Employees Only* (Form RT-7). Annual filers will need to complete a paper RT-8A for each quarter being corrected.

If the reporting period to be corrected is more than 15 quarters ago, you will need to file a paper *Correction to Employer's Quarterly or Annual Domestic Report* (Form RT-8A).

Due to security concerns, if you log in with only the FEIN and RT account number, you will not be able to see the entire employee SSN. The SSNs will be masked, as will the contact and banking information. You will still be able to file your corrections electronically; the rest of the process remains the same.

Need Assistance?

Call the Department's Taxpayer Information and Assistance line at 850-488-6800 Monday through Friday, excluding holidays.