



## Instructions

### Contribution Report

Each eligible nonprofit scholarship-funding organization participating in the Hope Scholarship Program (Program) is required to report to the Florida Department of Revenue (Department) the contributions received under the Program each reporting period. The report is due to the Department on or before the 20th day of the month following the month of collection. If the 20th falls on a Saturday, Sunday, or a state or federal holiday, the report must be received on the first business day following the 20th.

### Electronically Filing Your Report

The easiest way for an organization to submit reports to the Department is electronically using secure file transfer protocol (SFTP). The Department will assist you in establishing a user account (user name and password) to transfer reports to the Department's SFTP server:

**Host: DORXFER.STATE.FL.USPort:22**

**Protocol: SFTP – SSH File Transfer Protocol**

To establish a user account, send an email to [RevenueAccounting@floridarevenue.com](mailto:RevenueAccounting@floridarevenue.com) containing the following:

- Request to establish SFTP server account with the Department for purposes of the Hope Scholarship Program;
- Name of your eligible nonprofit scholarship-funding organization; and
- Contact person's name, phone number, and email address.

The Department will provide you a user name and password, a folder where your files will be uploaded or retrieved, and instructions for naming your reports.

For technical assistance with the SFTP server, email [OpconAdmins@floridarevenue.com](mailto:OpconAdmins@floridarevenue.com).

### Mailing Your Report

If you are unable to file your report electronically, mail your report to:

Florida Department of Revenue  
Revenue Accounting  
PO Box 6609  
Tallahassee, FL 32314-6609

### Contact Information

For additional information regarding the Hope Scholarship Program, contact Revenue Accounting by:

Phone: 850-617-8586

Fax: 850-410-2526

Email: [RevenueAccounting@floridarevenue.com](mailto:RevenueAccounting@floridarevenue.com)