



Business Owner's Guide for Sales and Use Tax

Guide includes general information on:

- Communications Services Tax
- Corporate Income Tax
- Lead-Acid Battery Fee
- New Tire Fee
- Prepaid Wireless E911 Fee
- Reemployment Tax
- Rental Car Surcharge

The Florida Business Information Portal

The Florida Business Information Portal at **OpenMyFloridaBusiness.gov** helps individuals seeking to start and operate a business in Florida. The portal focuses on State of Florida government requirements and resources for businesses. By entering the type of business you want to start, the portal provides a checklist to help you understand governmental requirements for your business category. The downloadable *Guide to Starting a Business in Florida* available on the portal's website provides basic tools to open a business in Florida and supplementary resources to the portal's business-specific checklists.

Educational Tax Webinars

The Department of Revenue is proud to partner with SCORE to provide Florida businesses with resources needed to be successful. SCORE is a nonprofit association of volunteer business counselors supported by the U.S. Small Business Administration. Visit the Department's Taxpayer Education webpage for additional information and available webinars at **floridarevenue.com/taxes/education**.

The New Business Start-up Kit

The information provided in this section of the Department's website will assist newly registered businesses in working with the Florida Department of Revenue. Visit **floridarevenue.com/dor/business** and then select New Business Start-up Kit.

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Opening a Florida Business

Registering a Florida Business

Florida sales and use tax applies to the sale, admission, rental, lease, or license to use goods, certain services, commercial real property, and living, sleeping or housekeeping accommodations in Florida, unless the transaction is exempt. For example, the following transactions are subject to Florida sales tax, unless a specific exemption applies:

- Sales of retail goods (new and used)
- Sales of prepared food and meals
- Sales of service warranties
- Sales of certain services (e.g., detective or burglar protection, nonresidential cleaning, and nonresidential pest control)
- Rental or lease of tangible personal property (e.g., vehicles, machinery, or other goods)
- Repairs or alterations of items
- Charges for admission to any place of amusement, sport, or recreation
- Charges for renting, leasing, or licensing the use of real property (e.g., "commercial rental property" such as commercial office or retail space, self-storage units, or mini-warehouses)
- Charges for renting, leasing, or licensing living, sleeping, or housekeeping accommodations for rental periods of six months or less (e.g., "transient rental accommodations" such as hotel and motel rooms, condominium units, timeshare resort units, beach or vacation houses, campground sites, or trailer or RV parks)
- Operating membership clubs that provide recreational or physical fitness facilities
- Operating vending machines or amusement machines

If your business will sell taxable goods or services, you must register as a sales and use tax dealer to collect, report, and remit sales and use tax **before you begin conducting business in Florida**. Each of your Florida business locations must be registered.

You can register to collect, report and pay sales tax and discretionary sales surtax online at floridarevenue.com/taxes/registration. The online system will guide you through a series of questions to help determine your tax obligations. If you do not have Internet access, you can complete a paper *Florida Business Tax Application* (Form DR-1).

When you register, you can enroll with the Department to pay tax or file returns and pay tax electronically. You may also enroll after you have registered.

Taxpayers who enroll to file or pay electronically can take advantage of additional features: an encrypted system that securely saves your contact and bank account information; the ability to view your filing history and bills posted to your tax account; and the ability to reprint your returns.

You can file and pay tax electronically using the Department's secure File and Pay webpage at floridarevenue.com/taxes/filepay. You also have the option of buying software from a software vendor. A list of vendors is available on the Department's website at floridarevenue.com/taxes/eservices.

After you register as a sales and use tax dealer with the Department, you will receive by mail:

- A *Certificate of Registration* (Form DR-11)
- A *Florida Annual Resale Certificate for Sales Tax* (Form DR-13)
- An initial supply of tax returns (Form DR-15) if you are using paper forms instead of filing electronically
- *Common Sales Tax Brackets* (Form DR-2X)
- *Discretionary Sales Surtax Information* (Form DR-15DSS)
- A brochure entitled *New Dealer Guide to Working with the Florida Department of Revenue* (GT-800054)

Business Opening Date

The date of your business's first Florida taxable activity included on your registration determines when your first reporting period begins. If your first Florida taxable activity does not begin by the date indicated on your application, notify the Department by calling Taxpayer Services. If you do not notify the Department, and do not file a return for your first reporting period, you will receive a delinquency notice.

Responsibilities as a Dealer

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

- Collect state sales tax, plus any applicable local discretionary sales surtax, on each taxable transaction
- Pay use tax on items or services purchased tax exempt for resale but used in the business instead of taxable items purchased from an out-of-state business without paying Florida tax
- Remit the tax and surtax collected and pay the use tax owed to the Department by filing online or sending a paper *Sales and Use Tax Return* with a check or money order

- Keep complete and accurate records for all your tax returns including canceled tax payment checks, and documentation for sales and purchases for at least three years

Sales tax and surtax collected by your business becomes state funds at the time of collection.

You serve as a custodian of these funds until you remit them to the Florida Department of Revenue. Please keep accurate records and maintain a separate accounting of these state funds.

Posting Your Certificate of Registration

Your *Certificate of Registration* (Form DR-11) has your:

- Business name and location
- Certificate number (on front)
- Business partner number (on back)

Your *Certificate of Registration* authorizes you to conduct business at the address shown and must be displayed in a visible place at your business location. (Flea market vendors and other dealers with temporary locations must have their certificate in their possession at the temporary location.)

Your Florida Annual Resale Certificate for Sales Tax

Your *Florida Annual Resale Certificate for Sales Tax* (Form DR-13) is used for tax-exempt purchases or rentals of property or services you intend to resell or re-rent as part of your business. Your *Florida Annual Resale Certificate for Sales Tax* is not for buying office equipment, computers, or other supplies that will be used by your business operation. If goods bought for resale are later used by your business (not resold), you must report and pay use tax, plus any applicable discretionary sales surtax, on those items. For more information, review **Annual Resale Certificates** on page 10.

Your Sales and Use Tax Return and Coupon Book

If you do not choose to file returns and pay tax electronically, a sales and use tax return and instructions will be mailed to you for your first reporting period. A sales and use tax coupon book 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.

When you receive your coupon book, check your business name, address, certificate number, reporting periods, and other personalized information. If any information is incorrect, contact the Department.

Tax and Surtax Rates

State Sales Tax Rates

Florida imposes a general state sales tax rate of 6% on sales and purchases of items, services, and transient rentals. However, other rates may apply such as:

- 4% on amusement machine receipts
- 5.7% on leases and licenses of commercial real property
- 6.95% on electricity

Discretionary Sales Surtax Rates

In addition to the state sales and use tax rate, individual Florida counties may impose a discretionary sales surtax. Discretionary sales surtax rates vary by county. Counties may charge a rate between 0.5% to 2.5%; however, there are some counties that do not impose the surtax. New surtax rates become effective on January 1 and terminate on December 31 of the year the tax ends.

Florida Bracket System

Florida uses a bracket system for calculating sales and surtax on each transaction when the transaction falls between two whole dollar amounts. Multiply the whole dollar amount by the tax rate (state tax rate plus the county discretionary sales surtax rate) and use the bracket system to calculate the tax on amounts less than a dollar.

Bracket System at 6% Rate	
Amount of Sale	Tax
.10 – .16	.01
.17 – .33	.02
.34 – .50	.03
.51 – .66	.04
.67 – .83	.05
.84 – 1.09	.06
1.10 – 1.16	.07

Example (using the bracket system at a 6% rate)			
	Ten Individual Transactions		Tax Collected
	1.10		.07
	1.10		.07
	1.10		.07
	1.10		.07
	1.10		.07
	1.10		.07
	1.10		.07
	1.10		.07
	1.10		.07
	1.10		.07
	<u>+ 1.10</u>		<u>+.07</u>
Total Sales	\$11.00	Total Tax Due	\$.70
The total tax collected using Florida's bracket system, \$.70 (70 cents), is the amount of sales tax to be collected, reported, and remitted to the Florida Department of Revenue.			
If you reported \$11.00 in taxable sales and calculated 6% sales tax on the total of all sales, you would underreport the amount of sales tax due using Florida's bracket system.			

Commercial Rental Tax Rate

Florida state sales tax at the rate of 5.7%, plus any applicable discretionary sales surtax, is due on the total rent charged for renting, leasing, or granting a license to use commercial real property in Florida, unless the rent is specifically exempt. Some examples of taxable commercial real property rentals include commercial office or retail space, warehouses, convention and meeting rooms, and self-storage units or mini-warehouses.

The rate of discretionary sales surtax is the rate imposed by the county where the real property is located. The \$5,000 surtax limit on sales of items of tangible personal property does not apply to the rental, lease, let, or license to use commercial real property.

Transient Rental Tax Rates

Individual Florida counties may impose a local option tax on transient rental accommodations, such as a tourist development tax, convention development tax, tourist impact tax, or municipal resort tax. These taxes are often called **local option transient rental taxes**, and are in addition to the 6% state sales tax and any applicable discretionary sales surtax. In many counties, the local option transient rental taxes are reported and remitted directly to the county; however, sales tax

and discretionary sales surtax on transient rentals are always reported and remitted to the Department.

Visit floridarevenue.com/taxes/rates for:

- Discretionary sales surtax rates for each Florida county
- Sales tax and surtax brackets for the combined state sales tax rate and various surtax rates
- Transient rental tax rates for each Florida county and whether the tax is remitted to the Department or directly to the imposing county

Rates for Amusement Machine and Vending Machine Receipts

Sales tax at a state rate of 6%, plus any applicable discretionary sales surtax, is due on food, beverages, tobacco, and other items sold through **vending machines**. Surtax is due at the rate imposed by the county where the machines are located. To calculate the sales tax plus any applicable surtax:

- 1) Divide the total receipts from sales made through the vending machines by the tax rate divisor for the county in which the machines are located to compute gross sales.
- 2) Subtract exempt sales made through the vending machines (if any) from the gross sales to compute taxable sales.
- 3) Subtract taxable sales from the total receipts to compute the amount of sales tax and surtax due.

Sales tax at a state rate of 4%, plus any applicable discretionary sales surtax, is due on charges for the use of **coin-operated amusement machines**. Surtax is due at the rate imposed by the county where the machines are located. To calculate the sales tax plus any applicable surtax:

- 1) Divide the total receipts from charges for the use of amusement machines by the tax rate divisor for the county in which the machines are located to compute gross sales.
- 2) Subtract gross sales from the total receipts to compute the amount of sales tax and surtax due.

Every location where coin-operated amusement machines are in operation must display a certificate authorizing the operation of a specified number of machines. The amusement machine operator is required to purchase and display the annual *Amusement Machine Certificate* (Form DR-18C). To obtain the required annual certificates, submit an *Application for Amusement Machine Certificate*

Form DR-18). The annual cost of the certificate is \$30 per machine at each location.

Amusement machine certificates expire on **June 30th** each year. **You must renew amusement machine certificates before that date.** A renewal notice containing information on your *Amusement Machine Certificates* will be mailed to you 30 to 60 days before the certificate's expiration date.

Sales and Surtax Rate	Amusement Divisor	Food and Beverage Divisor	Other Vended Items Divisor
6.0%	1.040	1.0645	1.0659
6.5%	1.045	1.0686	1.0707
7.0%	1.050	1.0726	1.0749
7.5%	1.055	1.0767	1.0791
8.0%	1.060	1.0808	1.0833
8.5%	1.065	1.0849	1.0875

Example
The total amusement machine receipts of \$100 are received from machines located in a county with a combined sales and surtax rate of 6.5%. The amusement machine rate divisor is 1.045.
$\$100 \div 1.045 = \95.69 (gross sales)
$\$100 - \$95.69 = \$4.31$ (sales tax and surtax due)
$\$95.69 \times .005 = \$.48$ (discretionary sales surtax) Report \$.48 surtax for this transaction on your <i>Sales and Use Tax Return</i> .

Rates for Specific Industries

Effective tax and surtax rates and rate divisors have been established for sales of alcoholic beverages and sales of food and other items made at concession stands because the nature of these businesses makes it impractical to separately state Florida tax on sales slips, invoices or other evidence of the sale.

The effective tax and surtax rates and rate divisors established for these specific industries are available in sales and use tax brochures for these industries.

Visit floridarevenue.com/taxes/education, select other Resources, and select Industry Specific Brochures. The rates and divisors are also available in the *Instructions for DR-15 Sales and Use Tax Returns* (Form DR-15N).

Discretionary Sales Surtax

Many individual Florida counties have elected to impose a discretionary sales surtax; however, there are some counties that have elected not to impose a surtax. You must collect discretionary sales surtax when the transaction occurs in, or delivery is into, a county that imposes surtax and the sale is subject to state sales and use tax. For a list of discretionary sales surtax rates, review *Discretionary Sales Surtax Information* (Form DR-15DSS). For sales of tangible and personal property, please review the following tables.

When and What Rate to Collect Discretionary Sales Surtax on Taxable Sales				
If a selling dealer located in any Florida county	with a discretionary surtax	sells and delivers	into the county where the selling dealer is located	surtax is collected at the county rate where the delivery is made .
	with or without a discretionary surtax		into counties with different discretionary surtax rates	surtax is collected at the county rate where the delivery is made .
	with or without a discretionary surtax		into counties without a discretionary surtax	surtax is not collected.
If an out-of-state selling dealer		sells and delivers	into a Florida county with a discretionary surtax	surtax is collected at the county rate where the delivery is made.
			into a Florida county without a discretionary surtax	surtax is not collected.

Sales, leases, or rentals of:	Collect surtax at the county rate where the:
Admissions	event is held for which a taxable admission is charged.
Aircraft and boats	aircraft or boat is delivered or the use of the aircraft or boat occurs.
Commercial real property	commercial real property is located.
Electricity or natural or manufactured gas	consumer of the electricity or gas is located.
Florists	florist taking the order is located.
Motor vehicles and mobile homes	owner's residence address listed in the registration or title of the motor vehicle or mobile home is located.
Parking or storage for motor vehicles, boats, and aircraft	motor vehicle parking lot or garage, boat dock or marina, or aircraft hangar or tie-down space is located.
Services (taxable)	taxable service is provided.
Service warranties	item of tangible personal property indemnified by the service warranty is delivered or located.
Transient rental accommodations	transient rental accommodation is located.

Surtax Limitation

Discretionary sales surtax applies to the first \$5,000 on the sales, use, lease, or rental of any item of tangible personal property when the property is sold:

- as a single item,
- in bulk, or
- as a working unit or part of a working unit.

Tangible personal property includes personal property which may be seen, weighed, measured, or touched or is perceptible to the senses, including electricity power or energy.

When a written purchase order requires a specific quantity of tangible personal property to be delivered within a specified time, the purchase may qualify for the \$5,000 limit. The tangible personal property purchased must be items that are normally sold in bulk or items that comprise a working unit when assembled. The purchase order may allow items to be delivered and invoiced in installments and still qualify as a single sale.

Example
\$7,000 dining room set delivered to a county imposing a 1% discretionary sales surtax.
$\$7,000 \times 6\% = \420 - state sales tax $\$5,000 \times 1\% = \50 - county surtax Total Tax Due = \$470

The \$5,000 limit does **not** apply to the following and surtax is due on the entire sales price for sales or charges for:

- Admissions
- Taxable services
- Service warranties
- Prepaid calling arrangements
- Rentals, leases, and licenses to use real property (commercial rental property) or living or

sleeping or housekeeping accommodations (transient rentals)

- Parking lots or garages for motor vehicles
- Docking or storage in boat docks and marinas
- Tie-down or storage space for aircraft

Reporting Surtax on Your Tax Return

It is important to accurately collect and report surtax on your sales and use tax returns. The Department distributes the discretionary sales surtax to the Florida counties where the surtax is imposed to fund locally authorized projects.

To report surtax information on your sales and use tax return, you will need to know the:

- Total amount of surtax due
- Total amount of all sales and purchases for single items sold or purchased with a sales price of more than \$5,000
- Total amount of sales or purchases subject to surtax at a rate different than your county surtax rate
- Total amount of sales and purchases not subject to surtax

Use Tax

Use tax is due on the use or consumption of taxable goods or services when Florida sales tax was not paid at the time of purchase. For example:

- If you buy a taxable item in Florida and did not pay sales tax, you owe use tax.
- If you buy an item tax exempt intending to resell it, and then use the item in your business or for personal use, you owe use tax.
- If you buy a taxable item outside Florida and bring it into (or have it delivered into) Florida, and you did not pay sales tax on the item, you owe use tax.

It is important to note that many businesses have a **use tax liability**. One of the most frequent assessments made in audits involves unreported use tax.

If your business purchased an item from a seller located in another state, and you paid 6% sales tax or more to the business located in another state, no additional use tax is due. If the out-of-state seller charged less than 6% sales tax, or did not charge you sales tax, you must pay use tax directly to the Department. The amount of Florida use tax due is equal to the difference between the tax you paid and the 6% Florida tax. However, if you paid 6% or more sales tax to an out-of-state business, no Florida use tax is due.

In addition to the Florida use tax due, registered sales and use tax dealers must pay surtax at the rate imposed where the purchased item is used.

Reporting and Paying Use Tax

Florida use tax is reported on your *Sales and Use Tax Return*. If you purchased items from outside Florida and paid sales tax to another state at a rate less than 6%, report the total amount of Florida use tax and surtax due, and claim a "Lawful Deduction" on the return for the tax paid to the other state. Be sure to include the amount of surtax due in the total amount of discretionary sales surtax reported on the return.

Example
A registered dealer is located in a county imposing a 1% discretionary sales surtax (6% state tax + 1% surtax = 7%). The dealer purchased business equipment for \$5,000 in New York and paid 4% sales tax (\$200).
$\begin{aligned} \$5,000 \times 7\% &= \$350 - \text{Florida tax and surtax amount} \\ &\quad - \$200 - \text{New York state tax paid} \\ &= \$150 - \text{Additional Tax and Surtax Due} \end{aligned}$ $\$5,000 \times 1\% = \50 Surtax
<p>On Line B. Purchases of the <i>Sales and Use Tax Return</i> (Form DR-15), the dealer reports taxable purchases of \$5,000, and tax due of \$350. On Line 6 Less Lawful Deduction, a deduction of \$200 is reported. On Line 15(d) Total Amount of Discretionary Sales Surtax Due, \$50 is reported.</p> <p>The dealer will owe \$150 to the Department for this purchase with the tax return when filed and tax is paid.</p>

If accruing and paying sales tax and surtax on the rental, lease, or license to use commercial rental property, the sales tax and surtax are reported on Line C. Commercial Rentals.

Exemptions

The Florida Tax Handbook is an excellent source for comprehensive information about exclusions, exemptions, deductions and credits from sales and use tax. Visit edr.state.fl.us and search for "Tax Handbook."

Examples of items that are specifically exempt from sales and use tax include medicines and most groceries. Food items are generally exempt from sales tax when sold in grocery stores to be taken home and prepared. Some examples of exempt grocery items are milk, butter, cereal, frozen goods, and canned goods. Examples of taxable items include soap, paper goods, cleaning products, and candy. For a list of some common nontaxable medical and grocery items, visit floridarevenue.com/forms and select *Nontaxable Medical and General Grocery List* (Form DR-46NT) under the Sales and Use Tax section.

Florida Tax Incentives for Businesses

Florida offers tax credits, refunds, and other incentives to promote business development and job creation within the state. To learn more about specific tax incentives, visit the Department's tax incentives webpage at floridarevenue.com/taxes/incentives.

Nonprofit Organizations and Governmental Entities

Florida law grants an exemption from certain sales and use tax to:

- Nonprofit organizations meeting the criteria in section (s.) 212.08(7), Florida Statutes (F.S.)
- State-chartered financial institutions described in s. 213.12(2), F.S.
- Government entities, including state agencies, counties, municipalities, and political subdivisions (e.g., school districts or municipal libraries)

To be eligible for the exemption, Florida law requires nonprofit organizations to obtain a sales tax exemption certificate from the Department. To obtain the required exemption certificate, submit a completed *Application for a Consumer's Certificate of Exemption* (Form DR-5) to the Department. The application instructions provide details on the exemption criteria and the information to be provided to the Department for each type of nonprofit organization or governmental entity qualified to obtain a Florida *Consumer's Certificate of Exemption* (Form DR-14).

Nonprofit organizations, state-chartered financial institutions, and governmental entities holding a *Florida Consumer's Certificate of Exemption* may present a copy of the certificate to a selling dealer to purchase or rent items or services tax exempt as authorized by Florida law. **Payment for the purchase must be made with the organization's funds.** When payment is made with the personal funds of an authorized representative, the purchase is subject to tax, even if the representative is subsequently reimbursed with the organization's funds.

The United States government, or any of its federal agencies, is not required to obtain a *Florida Consumer's Certificate of Exemption*; however, many federal agencies obtain the certificate to present to Florida retail dealers to document their tax-exempt status. If you sell to a federal agency that does not have a certificate, be sure to maintain documentation to establish that the sale was sold directly to, and paid directly by, the federal agency.

Annual Resale Certificates

If you registered your business to collect, report, and remit sales tax, a *Florida Annual Resale Certificate for Sales Tax* (Form DR-13) was mailed to your business. Certificates expire on December 31 of each year. If you registered your business to only report Florida use tax (the business will not be selling taxable items), a resale certificate will not be issued.

If you continue to conduct business in Florida and are registered to collect sales tax, you will be issued a new *Florida Annual Resale Certificate for Sales Tax* each year. In mid-November, annual resale certificates for the next calendar year are available on the Department's File and Pay webpage (log in is required). Once you are logged into your tax account, you may download and save or print your certificate.

All registered and active sales tax dealers may access their certificate online. Sales tax dealers who electronically file tax returns are required to download their own certificate. Dealers who file paper returns will be mailed a new certificate each year with their sales and use tax coupon book or other paper tax return.

Using Your Annual Resale Certificate

Your *Florida Annual Resale Certificate for Sales Tax* allows you to make tax-exempt purchases or rentals for resale tax exempt. Your certificate may be used only to purchase items or services that will be resold or re-rented in your regular business operations. If you purchase items or services to be used or consumed in your business, you must pay

sales tax at the time of purchase, or accrue and pay use tax on your sales and use tax return filed with the Department.

To make tax-exempt purchases of items or services you will resell, provide a copy (paper or electronic) of your annual resale certificate or your certificate number to the seller.

Accepting an Annual Resale Certificate

Other sales tax dealers may buy items or services from you tax exempt for resale by providing you with a copy of their current *Florida Annual Resale Certificate for Sales Tax*. As a dealer, you must accept the certificate in good faith that the items or services will be resold or re-rented by your customers.

Methods for Documenting Sales for Resale

As a seller, you must document each tax-exempt sale for resale using one of the following methods. You may select a different method to document each sale for resale.

Method 1 – Obtain a copy of your customer's current *Florida Annual Resale Certificate for Sales Tax*. You can accept paper or electronic copies. Maintain copies of the certificates (paper or electronic) for three years.

Method 2 – For each sale, obtain a transaction authorization number from the Department's Seller Certificate Verification system at floridarevenue.com/taxes/certificates. Keep a record of all verification response reports to document your tax-exempt sales.

Method 3 – Each calendar year, obtain an annual vendor authorization number for your regular customers using the Department's Seller Certificate Verification system at floridarevenue.com/taxes/certificates. You can upload a batch file containing your customers' certificate numbers and retrieve the results 24 hours after submission.

You do **not** need to maintain a copy of your customer's annual resale certificate when you maintain transaction authorization or vendor authorization numbers for tax-exempt sales for resale.

File and Pay Sales and Use Tax and Surtax

Sales and use tax and discretionary sales surtax are reported using a *Sales and Use Tax Return* (Form DR-15 or Form DR-15EZ). The Department offers a secure website for taxpayers to file and pay sales tax at floridarevenue.com/taxes/filepay. You also have the option of buying software from a software vendor. A list of software vendors is available on the Department's website at floridarevenue.com/taxes/eservices.

You may voluntarily file and pay tax electronically; however, Florida law requires businesses that paid \$20,000 or more in sales taxes between July 1 and June 30 (the state fiscal year), to file returns and pay taxes electronically during the next calendar year.

If you enroll to file or pay electronically, you can take advantage of additional features including the ability to: securely save your contact and bank account information, view your filing history and bills posted to your tax account, and reprint your returns. If you did not enroll in eServices when you registered your business, you may enroll at any time. To enroll, visit the Department's enrollment webpage floridarevenue.com/taxes/enrollment.

Filing Frequency

Your filing frequency is based on the amount of sales and use tax you collect. Most new businesses are set up on a quarterly filing frequency, unless another frequency is requested.

When a sales and use tax dealer cannot reasonably compile the information required for an accurate return on a calendar month basis, the dealer may request to file returns and pay tax on an alternative-period basis. For more information, review Rule 12A-1.056, Florida Administrative Code, available at flrules.org.

Filing Frequency Limits	
Annual Sales Tax Collections	Return and Payment Filing Requirement
More than \$1,000	Monthly
\$501 - \$1,000	Quarterly
\$101 - \$500	Semiannual
\$100 or less	Annual

The Department reviews each sales and use tax account annually to determine the correct filing frequency for the next calendar year. Businesses whose filing frequency will be changed to monthly beginning the following calendar year are mailed a

letter notifying the business of the upcoming filing frequency change.

If you would like to change your filing frequency, contact Taxpayer Services at 850-488-6800 to see if you qualify.

Tax Return and Payment Due Dates

Returns and payments are due on the 1st and late after the 20th day of the month following each reporting period. 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 following the 20th. For example, if the sale took place during January and you file returns monthly, your tax return is due February 1 and late after February 20; however, if you file quarterly, your return is due April 1 and late after April 20.

Electronic Payment Deadlines

When you electronically pay only or you electronically file and pay at the same time, you must initiate your electronic payment and receive a confirmation number **no later than 5:00 p.m., ET**, on the business day prior to the 20th to avoid penalty and interest. For a list of payment deadlines, visit floridarevenue.com/forms and select the current year *Florida eServices Calendar of Electronic Payment Deadlines* (Form DR-659) under the eServices section. Keep your confirmation number in your records.

Paying Tax

Tax must be paid in U.S. funds only. If you are not paying electronically, mail or hand-deliver a check or money order payable to the Florida Department of Revenue. Write your complete sales and use tax certificate number on the check or money order. **Do not send cash in the mail or pay with cash at a local service center.**

Collection Allowance

When you electronically file your sales and use tax return and electronically pay timely, you are entitled to take a collection allowance. The collection allowance is 2.5% (.025) of the first \$1,200 of tax due, not to exceed \$30.

If you are entitled to a collection allowance, you may donate the collection allowance to the Educational Enhancement Trust Fund. This fund is used to purchase up-to-date technology for classrooms in local school districts in Florida. If you are eligible and choose to donate your collection allowance to education, check the "donate to education" box on your electronic return and leave the line for reporting the collection allowance blank. Your collection allowance amount will be transferred

to the Educational Enhancement Trust Fund. You must make this choice on each original and timely filed electronic return. You cannot make this choice after your electronic return is filed.

When No Tax is Due

You must file a tax return for each reporting period, even when you do not have sales or rental activity to report. If you file electronic returns, you will need to electronically file a tax return to report that you do not owe tax for the reporting period.

If you file paper tax returns and are not claiming deductions or credits, you can call 800-550-6713 to conveniently telefile your return to report that you do not owe tax for the reporting period. You will need the certificate number printed on your return. When you telefile your return instead of mailing it, you will receive a confirmation number for your records.

Penalty and Interest

If you file your return or pay tax late, a late penalty of 10% of the amount of tax owed, but not less than \$50, may be charged. The \$50 minimum penalty applies even if no tax is due. A floating rate of interest also applies to late payments and underpayments of tax. Interest rate information is updated semiannually on January 1 and July 1 and available at floridarevenue.com/taxes/rates.

Using the Correct Return

If your business is not able to file and pay sales and use tax electronically, the Department will provide personalized tax returns to you.

Businesses that file returns monthly or quarterly are provided personalized tax returns in a coupon book. **Before completing a return, be sure you are using the correct tax return for the reporting period.** The bar code information on each return allows the Department to credit your tax account for the reporting period printed on the return.

Your coupon book also contains returns marked "Your Copy" for your records. If you misplace or damage the original return for a reporting period, you can use the copy for that reporting period to file with the Department.

If you need a replacement return or coupon book, contact Taxpayer Services at 850-488-6800 for a personalized return or coupon book to be mailed to you. To assist the Department in correctly posting your return information and tax payment, it is important that you use a return personalized for you for the correct reporting period.

Estimated Sales Tax Payments

Dealers who paid sales and use tax of \$200,000 or more (excluding local option surtax and transient

rental taxes) during July 1 through June 30 (the state's fiscal year) must make estimated sales tax payments during the next calendar year. The estimated payments begin with your December return due January 1st of the next calendar year.

For more information, visit

floridarevenue.com/taxes/education to view the tax tutorial *How to Calculate and Pay Estimated Sales and Use Tax*.

Tips for Filing Your Return

- **File on time** for each reporting period, even if no tax is due. Don't skip reporting periods or add a partial reporting period to the next return.
- If you file a paper return, you can sign up to receive a **due date reminder email every reporting period**. Electronic filers are automatically signed up to receive reminders when enrolled.
- Sales reported on lines A through E of the *Sales and Use Tax Return* (Form DR-15) may have different tax rates. **Enter your transactions on the correct lines** so no additional tax is due.
- **Compute the correct sales tax, including discretionary sales surtax** (county tax), if any. *Common Sales Tax Brackets* (Form DR-2X) are available to help you.
- **Complete all information on your return, including the front and back of your paper return. Be sure to include** your signature and your preparer's signature.
- **If you are reporting discretionary sales surtax (county tax)** collected, you must complete the back of your paper return.
- **Do not include tax collected in gross sales.** If you include the tax collected in gross sales, it will increase the amount of tax due and you will receive a bill for additional tax due.
- When you electronically file and pay on time, **you may take a collection allowance. Be sure to calculate it correctly.** The collection allowance is 2.5% (.025) of the first \$1,200 of tax due, not to exceed \$30 for each reporting location. If you have less than \$1,200 in tax due, your collection allowance will be less than \$30.
- If you **make tax payments electronically**, you must initiate electronic payments and receive a confirmation number not later than 5:00 p.m., ET, on the business day before the 20th.

Recordkeeping

How Long to Keep Records

Records supporting all transactions in the reporting period must be kept for at least three years from the date the return was filed or was required to be filed, whichever is later. If you fail to file a return, file a substantially incorrect return, or substantially underpay the tax due, the Department may audit your records for periods longer than three years.

All records and documents must be made available to the Department upon request. If you fail to produce records or submit a grossly incorrect or fraudulent report, you could be subject to criminal or civil penalties.

Maintain documentation to support exempt sales and rentals as a part of your business records. Examples of documentation for exempt sales or rentals are:

- Copies of *Florida Annual Resale Certificates for Sales Tax*
- Copies of *Florida Consumer's Certificates of Exemption*
- Signed statements or exemption certificates to support certain exemptions
- Documents that support shipment of merchandise to out-of-state locations

Types of Records

Complete and accurate records of all sales and purchases must be kept. Examples of records to keep are:

- Sales and purchase invoices, receipts, statements, register tapes, and other evidence of sales and purchases
- Sales tax exemption certificates and direct pay permits
- *Florida Annual Resale Certificates for Sales Tax* accepted from other dealers and resale verification and authorization numbers
- Purchase and sales journals, cash receipt and disbursement journals; and other journals, and general ledgers
- Copies of sales and use tax returns and payments, including electronic payment and return filing confirmation numbers

New Tire Fee; Lead-Acid Battery Fee; and Rental Car Surcharge

New tire fees and lead-acid battery fees are imposed on retail businesses that sell motor vehicle tires or new or remanufactured lead-acid batteries for use in motor vehicles (on-road or off-road), vessels, or aircraft, including those sold to governmental entities or to nonprofit organizations.

These fees, imposed at the time of sale in Florida, are:

- **\$1 for each new motor vehicle tire sold**
- **\$1.50 for each new or remanufactured lead-acid battery**

Each fee must be separately stated on your customer's sales invoice. The fees are included in the total sales amount subject to sales tax.

A "motor vehicle" for purposes of these fees is one that transports people or cargo, such as automobiles, motorcycles, trucks, trailers, semi-trailers, and truck tractors. It also includes vehicles that operate on and off the roads of Florida, such as golf carts, all-terrain vehicles, and travel trailers.

The rental car surcharge is imposed on the lease or rental of, or use under a car-sharing service membership of, motor vehicles designed to accommodate less than nine passengers. The surcharge does not apply to the lease or rental of motorcycles, mopeds, trucks, trailers, recreational vehicles, or van conversions. The lease or rental is exempt from the surcharge when the purchaser issues a sales tax exemption certificate to lease or rent the motor vehicle exempt from sales tax.

A **\$2.00 per day rental car surcharge** applies to the first 30 days, or portion of a day, a motor vehicle is continuously leased or rented in Florida to one person, even when the vehicle is licensed outside of Florida.

A **\$1.00 per usage rental car surcharge** applies to the use of a motor vehicle by a member of a car-sharing service for a period of less than 24 hours. If the member uses the motor vehicle for 24 hours or more in a single usage, the \$2.00 per day surcharge applies.

Registration

Retail sellers must register each business location where new tires or lead-acid batteries are sold to collect, report, and pay new tire fees and lead-acid battery fees. Each business location where leased or rented passenger motor vehicles are picked up by the lessee must be registered to collect, report, and remit the rental car surcharge. Register online at floridarevenue.com/taxes/registration or submit a paper *Florida Business Tax Application* (Form DR-1).

How to Report and Pay Fees and Surcharge

The new tire fee, the lead-acid battery fee, and the rental car surcharge are reported on the *Solid Waste and Surcharge Return* (Form DR-15SW). The new tire fee and lead-acid battery fee are reported for each business location where sales of new tires or lead-acid batteries are sold. The rental car surcharge is reported by the county where the lessee picks up the passenger motor vehicle. More information on these fees and surcharge is available at floridarevenue.com/taxes.

Communications Services Tax

Sales of communications services in Florida are taxable, unless specifically exempt. Communications services are defined as voice, data, audio, video, or any other information or signals, transmitted by any medium. Examples of communications services subject to tax include, but are not limited to:

- Local, long distance, and toll telephone, including those made at a hotel or motel
- Voice-over-Internet Protocol (VoIP) telephone
- Private line services
- Cable and satellite television
- Video service (e.g., television programming or streaming), whether provided by cable, telephone, or other communications services providers
- Music streaming service
- Mobile communications
- Pager and beeper
- Telex, telegram, and teletype
- Facsimiles (fax), when not provided in the course of professional or advertising services

Services **not** subject to the tax include: information services (e.g., electronic publishing, web-hosting, or end user 900-number service); Internet access, electronic mail, electronic bulletin board, or similar online computer services; pay telephone charges; and the sale or recharge of prepaid calling arrangements.

Registration

If your business provides communications services, you must register to collect, report, and remit tax. You can register online at floridarevenue.com/taxes/registration or submit a paper *Florida Business Tax Application* (Form DR-1).

Upon initial registration, dealers will be sent a *Florida Annual Resale Certificate for Communications Services Tax* (Form DR-700015) and their *Certificate of Registration* (Form DR-700014). This annual resale certificate is separate from the one issued for sales tax. The

resale certificate may only be used to make tax-exempt purchases of communications services that will be resold. Certificates expire on December 31 of each year. Registered, active dealers are issued a new resale certificate annually.

Registered, active dealers who electronically file their tax returns are required to print their own certificate. Dealers who file paper returns will be mailed a new certificate each year in mid-November.

All registered, active dealers, regardless of how they file returns, may access their certificate using the Department's communications services tax File and Pay webpage (login is required). Once logged in, the annual resale certificate may be downloaded and printed or saved by selecting the "Print Annual Resale Certificate" button.

Communications Services Tax Rates

The Florida communications services tax (CST) includes state tax and gross receipts tax. The total tax rate for the Florida communications services tax is 7.44%. The state tax rate is 4.92%. The total tax rate for the gross receipts portion is 2.52%, comprised of a 0.15% and a 2.37% rate.

State Tax Rate	
4.92%	State CST rate
+0.15%	Gross receipts additional tax rate
5.07%	These rates may be combined and billed as "state tax"
Florida CST Rate	
5.07%	"State tax" rate
+2.37%	Gross receipts tax rate
7.44%	State tax + the gross receipts tax = Florida CST

Each local taxing jurisdiction (municipality, charter county, or unincorporated county) has a specific local tax rate. For a list of local rates, or if you need tax rates for a specific address, visit floridarevenue.com/taxes/rates.

Total CST Rate	
4.92%	State CST rate
+0.15%	Gross receipts additional tax rate
+2.37%	Gross receipts tax rate
+Various	Local CST Rates (varies by jurisdiction)
Total	Total CST rate

The Florida communications services tax and the local communications services tax must each be separately itemized on the customer billing. Dealers must add the Florida communications services tax and the local communications services tax to the price of the communications services sold.

This partial exemption does not apply to the sale of mobile communications service, video service, direct-to-home satellite service, or any residence that constitutes all or part of a transient public lodging establishment as defined in Chapter 509, F.S.

Total CST Rate for Residential Households	
4.92%	Exempt for services sold to a residential household
0.15%	Exempt for services sold to a residential household
+2.37%	Gross receipts tax rate
+Various	Local CST Rates (varies by jurisdiction)
Total	The total CST rate for residential households is the gross receipts tax rate + the local tax rate

Direct-to-home satellite is taxed at a state portion of 9.07% and a gross receipts portion of 2.37%, for a total tax rate of 11.44%.

File and Pay Tax

Communications services tax is reported using a Florida *Communications Services Tax Return* (Form DR-700016). The Department offers a secure website to file and pay communications services tax at floridarevenue.com/taxes/filepay. You may voluntarily file and pay tax electronically; however, Florida law requires businesses that paid \$20,000 or more in communications services tax between July 1 and June 30 (the state fiscal year) to file

returns and pay tax electronically during the next calendar year.

Returns and payments are due on the 1st and late after the 20th day of the month following each reporting period. 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 following the 20th. **A return must be filed for each reporting period, even if you do not owe tax.**

When you electronically pay only or you electronically file and pay at the same time, you must initiate your electronic payment and receive a confirmation number no later than 5:00 p.m., ET, on the business day prior to the 20th to avoid penalty and interest.

If you file your return or pay tax late, a penalty of 10% of any unpaid tax for each 30 days or fraction thereof, not to exceed a total penalty of 50% of unpaid tax, is charged. A floating rate of interest applies to underpayments and late payments of tax. Interest rate information is updated semiannually on January 1 and July 1 and available at floridarevenue.com/taxes/rates.

Prepaid Wireless E911 Fee

Retail sellers of prepaid wireless services are required to collect a 40¢ fee on the sale of each prepaid wireless service that allows a caller to connect to and interact with the Enhanced 911 (E911) System. This includes calling cards, plans, replenishments, or devices sold with prepaid wireless service.

When a sale to a consumer includes multiple prepaid wireless services in a single transaction, each individual prepaid wireless service is considered a separate retail sale subject to the E911 fee. If a prepaid wireless device is sold with a prepaid wireless service of 10 minutes or less, or for \$5 or less, the seller may elect not to apply the prepaid wireless E911 fee to the sale.

Retail sellers must separately state or disclose the fee on an invoice, receipt, or similar document provided to the consumer, or otherwise disclose the fee to the consumer.

The prepaid wireless E911 fee is not subject to sales tax.

Registration

Retail sellers must register each business location where prepaid wireless E911 services are sold to collect, report and remit prepaid wireless E911 fees. You can register online at floridarevenue.com/taxes/registration or submit a paper *Florida Business Tax Application* (Form DR-1).

Determining Where a Transaction Occurs

Retail sellers are required to report prepaid wireless E911 fees by the county in which the sales transaction occurs. The Department's Address/Jurisdiction Database at floridarevenue.com/taxes/pointmatch can be used to determine in which county a Florida address is located.

If a retail transaction takes place in person by a consumer at a retail location in Florida, the transaction occurs in the county of the retail location.

If a retail transaction does not take place at a retail location in Florida and items are shipped to the consumer, the transaction occurs in the county of the consumer's shipping address.

If the retail transaction does not take place at a retail location in Florida and no items are shipped to the consumer, the transaction occurs in the county of the consumer's address or location associated with the consumer's mobile telephone number.

If the county in which the transaction occurs cannot be determined, the fee is reported as nonspecific.

File and Pay Fees

Prepaid wireless E911 fees are reported using a *Florida Prepaid Wireless E911 Fee Return* (Form E911-PPW). The Department offers a secure website to file and pay prepaid wireless E911 fees at floridarevenue.com/taxes/filepay. You also have the option of buying software from a software vendor. A list of software vendors is available on the Department's website at floridarevenue.com/taxes/eservices.

You may voluntarily file and pay fees electronically; however, Florida law requires businesses that pay \$20,000 or more in prepaid wireless E911 fees between July 1 and June 30 (the state fiscal year) to file returns and pay fees electronically during the next calendar year.

Retail sellers may file returns using the same filing frequency as their sales and use tax returns. Sellers who anticipate fee collections to be less than \$50 per month may elect to report fees quarterly.

Returns and payments are due on the 1st and late after the 20th day of the month following each reporting period. 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 following the 20th.

When you electronically pay only or you electronically file and pay at the same time, you must initiate your electronic payment and receive a confirmation number no later than 5:00 p.m., ET, on the business day prior to the 20th to avoid penalty and interest.

Collection Allowance

Retail sellers who file and pay timely are entitled to take a 5% collection allowance.

Florida Corporate Income Tax

Florida corporate income and franchise tax is imposed on all corporations for the privilege of conducting business, deriving income, or existing within Florida. Corporations, including entities that are taxed federally as corporations, are subject to the tax.

A corporation's federal income, as adjusted by Florida additions, subtractions, and adjustments, is apportioned to Florida based on the corporation's activities in Florida compared to its activities everywhere. In most cases, this comparison includes the corporation's property, payroll and sales.

The corporate income tax rate is 5.5% of Florida net income.

Filing Requirements

Generally, all corporations, associations, or entities doing business, earning income, or existing in Florida are required to file a *Florida Corporate Income/Franchise Tax Return* (Form F-1120) or, if qualified, a *Florida Corporate Short Form Income Tax Return* (Form F-1120A). Sole proprietorships, individuals, estates of decedents, and testamentary trusts are exempt and do not have to file a return. For more information on filing Form F-1120A, visit floridarevenue.com/taxes/cit.

A limited liability company, classified as a corporation for Florida and federal income tax purposes, must file a Florida corporate income tax return.

A limited liability company, classified as a partnership for Florida and federal income tax purposes, must file a *Florida Partnership Information Return* (Form F-1065) if one or more of its owners is a corporation. In addition, corporate owners must file a Florida corporate income tax return.

A single member limited liability company disregarded for federal and Florida income tax purposes is not required to file a separate Florida corporate income tax return. The income must be reported on the owner's return if the single member limited liability company is owned, directly or indirectly, by a corporation. The corporation must file a *Florida Corporate Income/Franchise Tax Return* (Form F-1120) reporting its own income and the income of the single member limited liability company, even if the only activity of the corporation is ownership of the single member limited liability company.

S Corporations that pay federal income tax and tax-exempt organizations that have "unrelated trade or business income" for federal income tax purposes must file a Florida corporate income tax return and pay any tax due.

Generally, the Florida corporate income tax return is due on or before the first day of the fifth month following the close of the taxable year or the 15th day following the due date, without extension, for the filing of the related federal return, whichever is later. For more information, visit floridarevenue.com/taxes/cit.

Florida New Hire Reporting Requirement

Federal and State law requires Florida employers to report all new and re-hired employees who work in Florida to newhire.floridarevenue.com. Report all employees who work in Florida, even if they only work one day.

Florida Reemployment Tax

The Reemployment Assistance Program provides partial temporary income to workers who lose their jobs through no fault of their own and are able and available for work.

Reemployment tax is paid by employers and the tax collected is deposited into the Unemployment Compensation Trust Fund for the sole purpose of paying reemployment assistance benefits to eligible claimants. Only the first \$7,000 of wages paid to each employee by their employer in a calendar year is taxable.

Employers pay Florida reemployment tax as a cost of doing business. Workers do not pay any portion

of this tax and employers may not make payroll deductions for the tax.

Employers Liable for Reemployment Tax

An employer is liable to pay reemployment tax when the employer meets any of the following conditions:

- Liable for federal unemployment tax
- Previously liable for reemployment tax in the state of Florida
- Quarterly payroll of \$1,500 or more in a calendar year
- One or more employees for a day (or portion of a day) during any 20 weeks in a calendar year
- Agricultural employer with five or more workers for a day (or portion of a day) during any 20 weeks in a calendar year, or a \$10,000 cash payroll or more in any calendar quarter
- Private home or college club that paid \$1,000 cash in a quarter for domestic services in a calendar year
- Indian tribe or tribal unit
- Nonprofit organization as defined in s. 3306(c)(8) of the Federal Unemployment Tax Act and s. 501(c)(3) of the Internal Revenue Code and have four or more employees for a day (or portion of a day) during any 20 weeks in a calendar year
- State, county, city, or joint governmental unit
- All or part of a liable business purchased, or the combination of existing payroll or employment and that of the business purchased, meets the liability criteria

Nonprofit organizations, government agencies, and Indian tribes are given the option of paying their reemployment insurance costs by the tax-paying method or the reimbursement method. The reimbursing employer must repay benefits paid to former employees on a dollar-for-dollar basis. Regardless of the method of payment, these employers must submit the *Employer's Quarterly Report* (Form RT-6) each quarter.

Nonprofit organizations, government agencies, and Indian tribes may elect to change the method of paying reemployment tax. See *Information for Nonprofit Organizations* (Form RTS-1C) available at floridarevenue.com/forms under the Reemployment Tax section.

Employers liable for reemployment tax must display the poster *To Employees: (Form RT-83)* where all employees can see it. The poster is also available in Spanish (Form RT-83SP). Posters are available at floridarevenue.com/forms.

Registration

Employers register with the Florida Department of Revenue to report and pay Florida reemployment tax. You can register online at floridarevenue.com/taxes/registration or submit a *Florida Business Tax Application (Form DR-1)*.

Your Tax Rate

The initial tax rate for new employers is 2.7% which is applied to the first \$7,000 in wages paid to each employee during a calendar year. Any amount over \$7,000 for the year is excess wages and is not subject to tax.

When a new employer becomes liable for reemployment tax, the initial rate of 2.7% applies until the employer has reported for 10 quarters. Employers with stable employment records receive reduced tax rates after a qualifying period.

The only exception is for employers liable by succession who choose to accept the tax rate of the previous employer, along with the responsibility of paying any outstanding amounts due. At that time, a tax rate will be calculated using the employment record and the rating factors, which are built into the Reemployment Assistance Law. Successors must complete the *Report to Determine Succession and Application for Transfer of Experience Rating Records (RTS-1S)* within 90 days of the date of the succession.

The maximum tax rate allowed by law is 5.4%, except for employers participating in the Short Time Compensation Program. The 5.4% rate can be earned, or it can be assigned to employers who have delinquencies greater than one year and to those employers who fail to produce all work records requested for an audit. By law, an employer's tax rate may not be lower than 1%. Rate notices are mailed to all contributing employers each year. You may appeal the tax rate within 20 days from the date of notification (date printed on the rate notice).

File and Pay Tax

Employers must file an *Employer's Quarterly Report (Form RT-6)* to report wage data and pay reemployment tax due each calendar quarter. The *Employer's Quarterly Report* is due the 1st day of the month following the end of each calendar quarter and is timely if filed electronically, postmarked or hand-delivered on or before the last

day of the month following the calendar quarter. If the last day of the month is a Saturday, Sunday, or state or federal holiday, reports are timely if filed electronically, postmarked or hand-delivered on the next business day.

Quarter		Due By
1st	January – March	April 30
2nd	April – June	July 31
3rd	July – September	October 31
4th	October – December	January 31

You must file a report each calendar quarter even if you did not pay wages and you do not owe reemployment tax for the quarter.

Electronic Payment Deadlines

Employers who employed 10 or more employees in any calendar quarter between July 1 and June 30 (the state fiscal year) must file reports and pay tax electronically the next calendar year.

When you electronically pay only or you electronically file and pay at the same time, you must initiate your electronic payment and receive a confirmation number no later than 5:00 p.m., ET, on the business day prior to the filing date to avoid penalty and interest.

Penalty and Interest

A late filing penalty is charged at \$25 per month or fraction of a month that a report is delinquent. A floating rate of interest applies to late payments of tax. Interest rate information is updated semiannually on January 1 and July 1 and available at floridarevenue.com/taxes/rates.

Protecting Your Tax Rate

Employers can help reduce tax rates by providing complete and accurate information needed to determine a claimant's eligibility for benefits. Improper payment of benefits can lead to negative financial impacts for employers. Here's how you can prevent improper payments and protect your tax rate:

- Report all new and rehired employees to the Florida New Hire Reporting Center by the due date, as required by federal law. Timely reporting helps prevent improper payment of benefits after an individual has returned to work.
- Respond promptly to any *Request for Verification of Weekly Earnings*. Verifying earnings ensures that the correct amount of reemployment assistance is paid for weeks of partial unemployment.
- Provide complete and accurate employee separation information. The employer's timely response to the *Determination Notice of Reemployment Assistance Claim Filed (Form*

UCB-412) is used, in part, to determine the claimant's eligibility for reemployment assistance.

Employers who do not comply with state and federal requirements for providing employee information risk higher costs through increased taxes, fines or penalties.

For questions about benefit eligibility and payment, contact the Florida Department of Economic Opportunity, Reemployment Assistance Program at 800-204-2418.

Changing Your Business Information

Notify the Department if you:

- Change your business name
- Change your mailing address
- Change your location address within the same county
- Close or sell your business

You can also notify the Department when you temporarily suspend or resume business operations.

The quickest way to notify the Department is online at floridarevenue.com/taxes/updateaccount.

Submit a new registration (online or paper) if you:

- Move your business location from one Florida county to another
- Add another business location
- Purchase or acquire an existing business
- Change the form of ownership of your business

If you close or sell your business, **you must file a final return and pay all 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.

To notify the Department in writing, send an email to acctmaint@floridarevenue.com or 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 when writing the Department.

Buying an Existing Business

Before buying an existing business, the purchaser should ask the seller for documentation of any tax, penalty, or interest due to the Florida Department of Revenue, since the purchaser could be liable for what is owed in relation to the business. The purchaser can withhold enough of the purchase money to cover the liability until the seller pays the

amount due. While the sale is pending, the purchaser should have the seller hold an amount in escrow equal to any potential liability.

The seller can ask the Department for a *Certificate of Compliance* as proof the Department has not issued a *Notice of Intent to Audit Books and Records* and there are no outstanding liabilities on their account. The seller can provide this certificate to the purchaser as proof of good standing when selling a business or business interest.

For more information, visit the Department's website, select "Businesses and Employers," and then select "Certificate of Compliance."

Power of Attorney

To protect your privacy, access to personal information about you is limited to individuals authorized by law to have access to it. To ensure information is not provided without your consent, a written request from you is required before the Department will provide your tax information. To provide your consent, complete a *Power of Attorney and Declaration of Representative* (Form DR-835) to authorize your representative to receive designated tax information.

Florida Taxpayers' Rights Advocate

Florida Taxpayers' Rights Advocate's mission is to help promptly resolve problems that have not been resolved through normal Department administrative processes. The Office of Taxpayers' Rights Advocate is not a substitute for the Department's normal administrative procedures for appealing a tax assessment. The office can, however, assist a taxpayer who feels all the issues in a case were not properly addressed. If you believe the Office of Taxpayers' Rights Advocate could assist you with your tax issue, contact the office at 850-617-8168. For more information, visit floridarevenue.com/taxpayersrights.

Additional Resources

The Florida Business Information Portal

The Florida Business Information Portal at OpenMyFloridaBusiness.gov helps individuals seeking to start and operate a business in Florida. The portal focuses on State of Florida government requirements and resources for businesses. By entering the type of business you want to start, the portal provides a checklist to help you understand governmental requirements for your business category. The downloadable *Guide to Starting a Business in Florida* provides basic tools to open a business in Florida and supplementary resources to the portal's business-specific checklists.

SCORE Partnership and Webinars

The Department of Revenue is proud to partner with SCORE to provide the tools and resources to help businesses to 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 webinars. In partnership with SCORE, the Department presents webinars on topics that provide important tax information for your business. Tax webinars are available through the Department's website at floridarevenue.com/taxes/education and include:

- *Florida Sales and Use Tax Basics - Foundation for Your Success*
- *Sales Tax Tales: Facts vs. Fiction*
- *Florida Reemployment Tax Basics - Foundation for Your Success*
- *Use Tax and You: What Businesses should know about Florida's Most Misunderstood Tax*

Learn More with Tax Tutorials

Tutorials can help you learn the basics of your responsibilities as a Florida employer and provide information to assist you in collecting, reporting and remitting tax to the Department.

The following tutorials are available at floridarevenue.com/taxes/education.

- *Reemployment Tax Tutorial for Employers*
- *Overview of Sales and Use Tax for Business Owners*
- *Internet Enrollment for eServices*
- *How to eFile and ePay Sales and Use Tax (DR-15)*
- *How to Complete Sales and Use Tax Returns*
- *How to Calculate and Pay Estimated Sales and Use Tax*
- *How to Calculate, Collect, and Report Your Discretionary Sales Surtax*
- *Motor Vehicle Dealers: How to Calculate, collect, and Report Sales Tax*

Florida Tax Handbook

The Florida Tax Handbook is an excellent source for comprehensive information about exclusions, exemptions, deductions and credits from sales and use tax. Visit edr.state.fl.us and search for "Tax Handbook."

Subscribe to Receive Updates by Email

Visit floridarevenue.com/dor/subscribe to sign up to receive emails 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

Forms and Publications

Tax returns and instructions, registration applications, and other tax forms and publications are available at floridarevenue.com/forms.

Brochures – Download these brochures from our "Forms and Publications" page:

- *Florida Sales and Use Tax* (GT-800013)
- *Florida Annual Resale Certificate for Sales Tax* (GT-800060)

Industry-specific brochures are also available on the Department's website.

Contact Information

To speak with a Department of Revenue representative, call Taxpayer Services at 850-488-6800, 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

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