



Filing and Paying Taxes Electronically

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The Department of Revenue makes electronic filing and paying quick and easy. You can use the Department's website 24/7 to enroll in eServices; or, you can file and pay electronically without enrolling. Information sent through the Department's website is encrypted and secure.

Every year, more taxpayers are choosing to file and pay electronically because it is fast and convenient. Benefits of electronic filing include:

- The electronic application checks your math.
- You get immediate confirmation that we received your return or payment.
- There are no forms to find, fill out, or mail.

Enrollment is easy at floridarevenue.com/taxes/enrollment.

To enroll, you will need to provide your:

- Federal employer identification number (FEIN)
- Business partner number
- Contact information (name, address, email address, phone, and fax number)
- Banking information for ACH-Debit option (routing or transit number and bank account number)

Immediately after you enroll, you will receive an electronic confirmation that includes a user ID and password. You can begin to file and pay taxes electronically within two business days of receiving your user ID and password. The Department encourages all taxpayers to enroll in eServices and take advantage of the additional features enrolling provides. For example, an enrolled filer can save bank account and contact information, view filing history and bills on the account, reprint tax returns, and cancel a pending submission.

You can electronically file or pay without enrolling for:

- Sales and use tax
- Solid waste fees and rental car surcharge
- Reemployment tax (formerly unemployment tax)
- Prepaid wireless E911 fee
- Pollutants and motor fuel tax (wholesaler/importer, petroleum carrier, exporter, blender)
- Insurance premium tax
- Corporate income tax [Modernized e-File Program (MeF) with the IRS]
- Gross receipts tax
- Communications services tax
- Documentary stamp tax

To electronically file or pay without enrolling, you will need to provide two of the following identifiers each time you use the system:

- Certificate number
- Business partner number
- Federal employer identification number (FEIN)
- Reemployment tax account number (if paying reemployment tax)
- Contract object number

Who must file and pay taxes electronically?

- Businesses that paid \$20,000 or more in taxes during the most recent state fiscal year (July through June)
- Businesses that file consolidated sales and use tax returns

- Anyone who prepared and reported reemployment tax for 100 or more clients in any calendar quarter during the most recent state fiscal year (July through June)
- Employers with 10 or more employees in any calendar quarter during the most recent state fiscal year (July through June)
- All licensed terminal suppliers, terminal operators, wholesalers/importers, petroleum carriers, exporters, and blenders

If you cannot file electronically, call the Department at 850-488-6800 to ask if you qualify for a waiver. Even if you qualify for a waiver from filing electronically, you must still pay your tax electronically.

Electronic Payments

You can pay taxes and fees electronically without enrolling. However, when you enroll, your banking and contact information can be saved, so you do not have to enter it every time you make a payment.

For **each** payment, you specify the payment amount and the date the payment is to be made. The payment date must be at least one business day before the payment deadline. On the date you specify, the bank transfers the money from your account to the State's account. There is **no cost** to you and the Department does not have access to your bank account.

You must initiate your payment and receive a confirmation number no later than 5:00 p.m., ET, on the business day before the payment deadline for the tax or fee. Payment deadlines are listed on the *Florida eServices Calendar of Electronic Payment Deadlines* (Form DR-659). **Note:** If you pay electronically using software you purchased, check with your software vendor for deadlines that may differ from those listed on the calendar of payment deadlines (Form DR-659).

Payment Scheduling

You can schedule electronic payments ahead of time with the payment-scheduling feature. When you provide your payment instructions, you can choose a withdrawal date that is up to 30 calendar days in the future. This allows you to submit your electronic return early and have the electronic payment withdrawn from your bank account at a later date.

Electronic Filing

If you file a return without the payment (i.e., return only), to be considered timely you must submit your return and receive a confirmation number no later than 5:00 p.m., ET, on or before the deadline for filing the return. The deadline for filing a return only varies by tax or fee. Check the return or instructions for the deadline. **Note:** If you file using software you purchased, check with your software vendor for filing deadlines.

If you submit a return and payment together, you must follow the electronic payment deadlines, which are different from the return only deadlines. The deadlines for electronic payments are provided on the *Florida eServices Calendar of Electronic Payment Deadlines* (Form DR-659).

Paying Tax Bills

You can pay bills (Notice of Amount Due or Demand for Payment) online for most taxes using an ACH- Debit or a credit card. You do not have to be enrolled in eServices to pay bills online. However, if enrolled, you can quickly check your account status online and see if any bills have been posted to your account. You do not have to wait for notices to arrive in your mail box.

Frequently Asked Questions

What are the electronic options for paying taxes?

- Internet
- Commercial software

Check the Department's website for more information on each option to determine which method best meets your needs.

What are the electronic options for filing taxes?

- Internet
- Commercial software
- Develop your own output file

The Department's website lists the options available for each tax.

What happens if I file or pay my taxes late?

Penalty and interest may be assessed for either filing your return late or paying the tax late. For taxes that provide a collection allowance, you forfeit your collection allowance when you file or pay late. If the circumstances were beyond your control and you can provide documentation proving you tried to file or pay on time, the Department will review your documentation and consider adjusting your account.

Will the Department mail me tax forms if I file electronically?

The Department will **not** mail tax forms if your account reflects that you:

- Are required by law to file electronically and you have not received a waiver
- Voluntarily file electronically
- Use commercial software to prepare and file your corporate tax returns

What if I find that I made a mistake after I filed or paid electronically?

Many of the electronic file and pay options (internet or commercial software) allow you to cancel a return or payment before 5:00 p.m., ET, on the same business day it was submitted.

Who do I call if I need help installing or using software I've purchased?

If you purchase software or use a vendor to process your tax returns or payments, you need to contact the software company or the vendor for support.

Can I use the ACH-Credit option for paying taxes?

Yes. However, you are responsible for any costs involved in using this option and for ensuring the proper payment format is used. The *ACH-Credit Payment Method Requirements Florida eServices* (Form DR-600TP), provides the requirements for using the ACH-Credit payment methods. A table of tax types and tax type codes is provided on the *Tax Type/Tax Type Code Florida eServices* (Form DR-655).

Can I make electronic payments to other state agencies?

Yes. The Department processes electronic payments for some other state agencies. You must contact the state agency that administers those taxes or fees for information about their electronic payment options and enrollment requirements. Payment deadlines for other state agencies the Department processes are provided on the *Florida eServices Calendar of Electronic Payment Deadlines* (Form DR-659). For more information about:

- Alcoholic Beverages and Tobacco, call 850-717-1142
- Pari-Mutuel Wagering, call 850-717-1090
- Retirement Contributions, call 850-414-6334

Contact Us

Information, forms, and tutorials are available on the Department's website at floridarevenue.com.

To speak with a Department representative, call Taxpayer Services at 850-488-6800, Monday through Friday, excluding holidays.

Subscribe to Receive Updates by Email

Visit floridarevenue.com/dor/subscribe to sign up to receive an email 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