DEPARTMENT OF REVENUE

Florida Tax Credit Scholarship Program Motor Vehicle Sales Tax Credit

Hope Scholarship Program

R. 08/24 XX/XX DR-HS3 R. 40/19 Rule 12A-1.097, F.A.C. Effective 10/19 Page 1 of 2

Contributions Received by an Eligible Nonprofit Scholarship-Funding Organization

Report contributions received electronically.

It's fast and secure.

Review the instructions for more information.

| Name of Organization:_ | | |
|-------------------------------|-------|----------|
| Reporting Period: | | <u> </u> |
| | Month | Year |
| Contact Person Name: _ | 4 | |
| Telephone Number: | | |
| Email Address: | | |

| Name of Motor Vehicle Dealer, Tag Agent, or Tax Collector | Federal Employer Identification Number (FEIN) | Sales Tay Certificate Tuber (when no Ft. is available) | Contribution A punt | te Contribution Received | Payment Receipt Number |
|---|---|---|------------------------|-----------------------------|------------------------------|
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Instructions

Contribution Report

day following the 20th.

Eac Florida Tax Credit Scholarship Program (Program) 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

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.USPo 22
Protocol: SFTP – SSH File Transft Protocol

To establish a user account, send to entite to RevenueAccounting@ oridarevel te.containing the following:

- Request to establish SPP server account with the Department for posses of the Hepe Scholarship Program;
- Name of your eligible nonprofit scholarshipfunding 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.

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 Tallahasse, FL 314-6609

Cornect Information

For a ditional information regarding the Hope-School ship Program, contact Revenue Accounting

Pine: 650-617-8586 Fax: 850-410-2526

Email: RevenueAccounting@floridarevenue.com