



# Tips for Reemployment Tax (RT) eFile/Pay

## Account Information

### Status Changes

Employers are required to report changes in status to the Department of Revenue. The simplest way to submit changes is to select the Change Business Address and/or Account Status button on the Menu page, then complete and submit the “Request a Change of Business Name, Address, and/or Account Status” form online. This form must be completed if you are filing your Final Report.

Note: Status changes are not immediate; updates can take 24-72 hours to complete.

### Update Information

If the data listed immediately below the options “Check here to use Bank info on file with DOR,” “Check here to use Payment contact info on file with DOR,” or “Check here to use Filing contact info on file with DOR” are not correct, click the Update Info option.

REMINDER: This does not update your information immediately and may take up to 72 hours before the updated information can be used.

The options to use information on file with the Department are ONLY available when the User ID and Password are used to log in. Taxpayers who log in using their FEIN and RT number must manually enter the bank and contact information.

If in doubt about updating information, consider going back to the Menu and selecting the “Update eServices Profile” option to view the current enrollment information, enroll a new account, update e-Enrollment, and retrieve the User ID and Password.



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## Contact Information

The information an employer enters as contact information is an electronic signature of the person submitting the return or payment.

- Taxpayers logged in with their User ID and Password will have the option to use the filing or payment contact information on file with the Department of Revenue or manually enter information.
- Taxpayers logged in with their FEIN and RT number will have to manually enter information.

Note: You are not required to update your contact or payment information to make a payment.

## Rates

Employers can log in to their account to view their tax rate(s). On the Menu page, select “View Tax Rates” under Other Options.

## Submission History

A limited history of online submissions is available. The system will retain up to 22 prior submitted quarters for quarterly filers and up to three yearly submissions for annual filers.

To view the prior submissions, select “Reprint Confirmation Page(s)” from the Menu page, under Other Options. The option to select and view the RT-6 and/or payment confirmation is available when the User ID and Password are used at login.

Note: The employee wage details will not be available. You will not be able to see specific details of the submission if the account was accessed using the RT number and FEIN. For a copy of the employee wage details associated with a



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previously filed Employer's Quarterly Report (RT-6), submit a Request for Copy of Tax Return ([DR-841](#)).

## Reprint Summary of Confirmation Page

Employers can log in to their account to reprint a summary of the Confirmation page. Reprints DO NOT include wage detail information. To access the reprints, go to the Menu page and select "Reprint Confirmation Page(s)" under Other Options.

Note: Employee details are only displayed on original confirmation page and are not included in the reprints.

## Reminder Email Subscription

Employers can sign up to receive quarterly email reminders to file and pay reemployment tax. Go to [floridarevenue.com/dor/subscribe](http://floridarevenue.com/dor/subscribe).

Note: This is a courtesy and does not relieve you of penalties if you fail to remit the report in a timely manner.

## Filing and Submitting Payment

### Filing Reports

Every employer who is liable for filing reports under the Florida reemployment assistance program law must complete and file the *Employer's Quarterly Report* ([RT-6](#)). The report should cover only employment for the employer during a single calendar quarter. If wages are paid but NO TAX IS DUE, an *Employer's Quarterly Report* must still be completed and filed timely. A registered employer who had no employees or paid no wages during the quarter must still complete and file the *Employer's Quarterly Report*.



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## Filing Options

Employers /Agents - The Reemployment Tax webpage allows you to manually key or import wage details. See the [Reemployment Tax Import File Specifications for Flat File Web Imports](#) for Import File instructions. If you have questions about importing schedule detail, contact [e-Services@floridarevenue.com](mailto:e-Services@floridarevenue.com) and include "Reemployment Tax" in the subject line.

For files with 8,000 or more employee records, the Department recommends submitting the report during the first two weeks of the month the report is due.

Files with greater than 20,000 employee records require upload of an XML file. For more information, visit the Department's [Software Developer Information and Specifications](#) webpage.

## Browser Requirements

For optimized performance and security, you must use a browser that utilizes Transport Layer Security (TLS) 1.1 and TLS 1.2. The latest versions of the most common browsers, listed below, utilize TLS 1.1 and 1.2, and are acceptable for use with Department websites:

Common Browsers:

- [Chrome](#) (version 36 and above)
- [Edge](#)
- [Firefox](#) (version 38 and above)
- [Internet Explorer 11](#)
- [Safari](#) (version 7 and above)

Learn more on the [Browser Security](#) webpage.



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## Session Time Outs

Make sure to have all information available prior to starting the report. The session may time out when excessive time is taken.

To prevent the session from timing out:

On the Report page – After entering data for 10 to 15 employees, select the “Next” option, then select “Back” and continue.

On the Add Employees page – After entering data for approximately eight to 10 employees, select the “Next” option, then select “Add Employees” and continue.

## Logging In

You can log in to the Department’s file and pay website by using your Department of Revenue-issued User ID and Password or your FEIN and RT account number.

Note: Using the FEIN and RT account number limits your access to confidential information. Social Security numbers (SSNs) will be masked, but you will be able to file your corrections electronically. However, you will not be able to see the entire employee SSN if you are correcting a prior report. Also, due to security concerns, you must manually enter your bank and contact information each time you electronically file a report and/or payment.

## Previous Quarter Not Filed

An alert message will appear when a future quarter is selected and a previous quarter has not been filed. This is to alert the user that the Department has not received the previous quarter report. Verify your employee records and choose the correct period accordingly. If the alert does not apply to you (such as if you just started employment in the quarter for which you are filing), press “Next” and continue filing the report.



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## Payment

The Department of Revenue DOES NOT do same-day banking. For your convenience, a calendar has been included on the payment page. (Only dates in black font are available.)

You must select the date you want the payment debited. The system allows payments to be debited up to 30 days in the future, excluding weekends and holidays. Taxpayers who log in using their User ID and Password are given the option to use the bank information, filing and payment contact information on file with the Department of Revenue or manually enter the information. If you check the box to use banking information on file, the bank routing and account number fields populate. For security purposes, only the last four digits of the bank account number are shown (e.g., \*\*\*\*\*1234). Taxpayers who log in using their FEIN number and RT account number will have to manually enter all information.

## Confirmation Page

Upon submission, all users receive a confirmation containing wage details (the SSN[s] will be masked) and a return summary that can be printed or saved as a PDF document. Please SAVE and REVIEW your confirmation, but do not send it to the Department unless specifically requested by a DOR employee.

## Maintaining Employee Information

### Number of Employees

The number of full- or part-time employees is REQUIRED. The three fields at the top of the form must be filled in to proceed.

Example: You had three full-time employees during the payroll period that included the 12th of the month for all three months of the quarter you are remitting and one part-time employee in the first month of that quarter. The information would be entered as:



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1st Month Total Employee – enter “4”

2nd Month Total Employee – enter “3”

3rd Month Total Employee – enter “3”

## **Add Employee**

If you need to add an employee or additional employees, click the “Add Employees” option located on the bottom of the report page. Enter a valid SSN with no dashes and click the Tab key. Continue adding the names and wages. The page allows up to 20 entries at a time; you can select “Save and Add More Employees” for additional entries. When additions are complete, click “Next” to return to the report page. All employee information should be displayed. After your review of displayed employee information is complete, click the “Next” button at the bottom of the page to continue to the Summary page.

## **Employee Name**

When entering employee names:

First name – Field allows up to eight alpha characters.

Middle initial – Field allows up to one character and can be left blank.

Last name – Field allows up to 18 alpha characters.

**\*\*Note:** No special characters are allowed (including dashes and hyphens).

## **Social Security Number**

Every employee, regardless of age, is required to have a Social Security number.

- Social Security numbers (SSNs) cannot start with “000,” “666,” or the 900 series.
- The middle two digits cannot be “00,” and the last four digits cannot be “0000.”



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- An Individual Taxpayer Identification Number issued by the Internal Revenue Service, which starts with a 9, is not a valid substitute for an SSN.

### Wages

When entering wages, use a decimal between dollar and cents amounts. Do not use a dollar sign (\$) or comma (,).

Example: \$ 6,239.88 would be entered as 6239.88.

Enter the total GROSS WAGES paid (before deductions), including salaries, commissions, bonuses, vacation pay, sick pay, back pay awards, and the cash value of all remuneration paid in any medium other than cash. Tips and gratuities are wages when included by the employer to meet minimum wage requirements and/or when the employee receives and reports in writing to the employer \$20 or more per month. Gross wages should not include wage items specifically exempt per section 443.1217(2)(b)-(g), Florida Statutes.

### Payment Only

#### Make a Payment Only

You can choose to make a payment without filing a return (such as if you have an outstanding bill from the Department or when you have chosen to file a return and pay at a separate time) from the Menu page. Select “Make a Payment Only” and enter your payment information.

Another option for making a payment only can be found on the DOR File and Pay page under the heading “Pay a Bill or Make a Payment.”

A tutorial is available at

<https://floridarevenue.com/taxes/tutorial/payOnly/story.html>.





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### Survey

You have the option to complete a survey at the end of filing a return. This information is used to enhance your filing experience.

### SAVE

You must SAVE your submission document before you click on the survey link.