How to Make an Audit Payment Online

Taxpayers can electronically make audit payments on the Department's website.

Logging In to the Payment Only Website with a User ID and Password

- On the Florida Department of Revenue homepage, click on the File and Pay link.
- Under the ePay a Bill or Make a Payment section, click on the Tax/Fee/Remittance Payment Only link then take the following steps:
    - Select the Log In with User ID and Password button.
    - Enter your UserID and Password.
    - Click **Sign In**.
    - Click **OK** to accept the Department's Privacy Notice.
    - From the toolbar, select **Online Transactions,** then select **Make a Payment**.
    - Select the **Type of Payment** from the drop-down menu (Audit Assessment).
    - Verify the pre-populated taxpayer information and enter the **Filing Period Date** by clicking on the **calendar icon** (this should be the last day of the last month in the audit period).
    - Click **Next**.
    - Enter the **Audit Number** (must be 9-digits and start with a 2, 3, or 4) and the **Amount Due**.
    - Click **Next**.
    - Select a **Payment Method** (Credit Card, Electronic Check).
    - Enter payment contact information.
    - Click **Next**.

To make a payment without logging in take the following steps:

- Select the Make a Payment Without Logging In button.
- Check the box to agree to the Terms and Conditions.
- Click **Next**.
- Enter all required fields for Submitter Information, including reCAPTCHA verification.
- Click **Next**.
- Select the **Type of Payment** from the drop-down menu (Audit Assessment).
- Select the tax type in the **Account** field.
- The **Form Type** will pre-populate as Audit Assessment.
- Click **Next**.
- Enter the required alternate credentials to authenticate your account (this will be different depending on the tax type that was selected).
- Verify the pre-populated taxpayer information and enter the **Filing Period Date** by clicking on the **calendar icon** (this should be the last day of the last month in the audit period).
- Click **Next**.
- Enter the **Audit Number** (must be 9-digits and start with a 2, 3, or 4) and the

Amount Due.
- Click **Next**.
- Select a **Payment Method** (Credit Card, Electronic Check).
- Enter payment contact information.
- Click **Next**.

Entering Bank Information

- If you choose **Use an existing Bank Account**, the bank account fields will be grayed out. The saved bank account number has leading XXXs, and only the last four digits of the number display.
- If you choose to **type your bank information**, the full bank account number displays.
    - Enter Bank Routing Number.
    - Enter Bank Account Number.
    - Confirm Bank Account Number.
    - Select the Bank Account Type.
    - Enter Bank Account Holder Name.
    - Enter Phone Number.
    - Select a **Debit Date**. This is the date the funds will be withdrawn from your bank account.
    - Select the checkbox to authorize the withdrawal of funds as specified.
    - Click **Next**.

Confirm Payment

- Review all information. If changes are needed, click **Back**.
- Click **Confirm**.
- Print and/or save this page for your records.

Entering Credit Card Information:

- Review the fee amount and click **Confirm**.
- Review warning that you will be directed to a third-party site and click **Continue**.
- Enter your credit card information.
- Click **Continue**.
- Review all information before submitting.
- Confirm information is correct and click **Confirm**.
- A confirmation page displays.
- Print and/or save this page for your records.

Important:

After completing your online payment, contact your Department of Revenue auditor and give them your confirmation information. The auditor will then ensure your payment has been properly applied to your audit.