

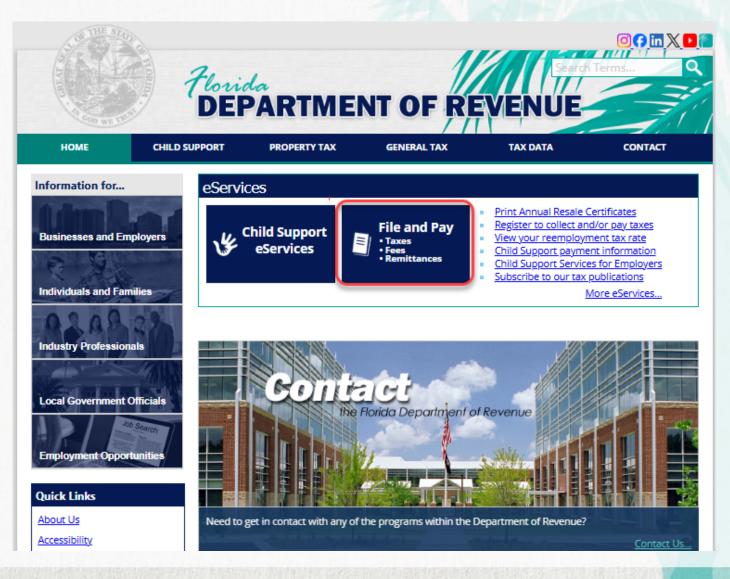
# Consolidated Sales and Use Tax Return (Forms DR-7 and DR-15CON)

# **Electronic File and Pay Step-by-Step Guide**



#### FloridaRevenue.com

From the floridarevenue.com home page, click the File and Pay icon.





# Select Sales and Use Tax Under eFile and Pay

Under the eFile and Pay Taxes, Fees, and Remittances section, select the Sales and Use Tax link.

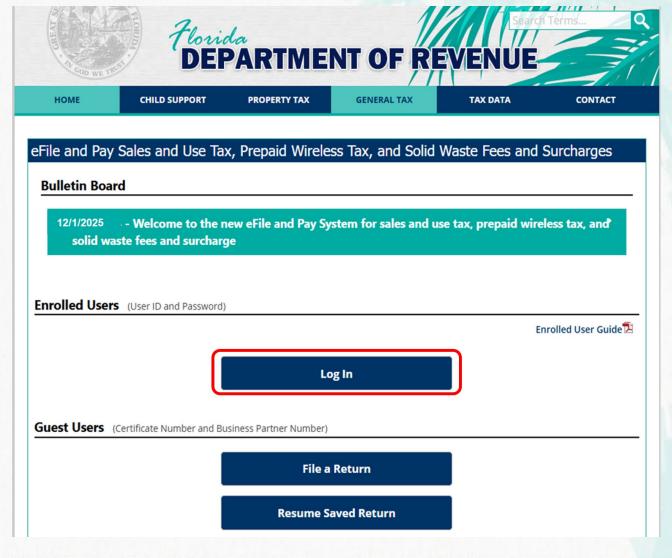






# **Login With Username and Password**

Click the Log In button to sign in with your User ID and Password.



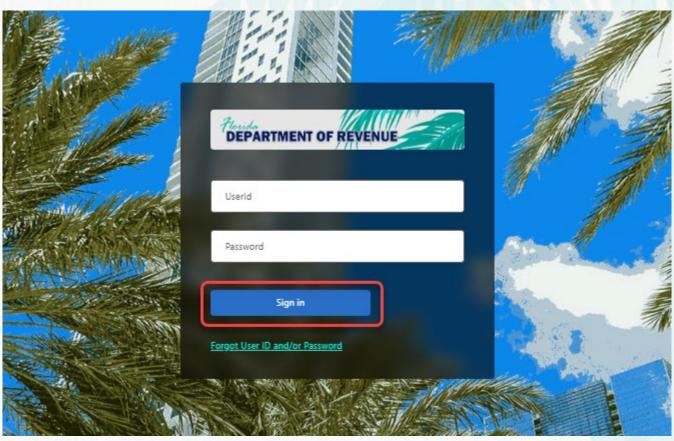




# **Login With Username and Password**

Enter your User ID and Password.

Click Sign in.

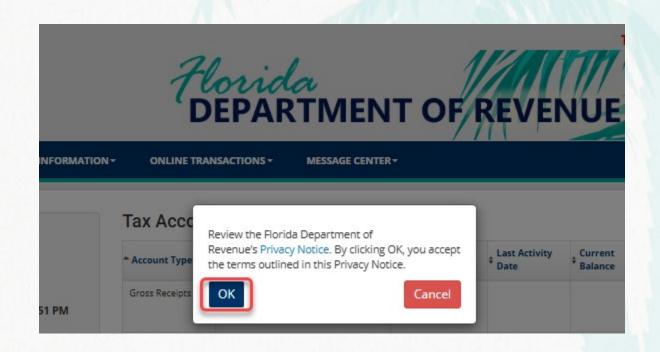






# Florida Department of Revenue Privacy Notice

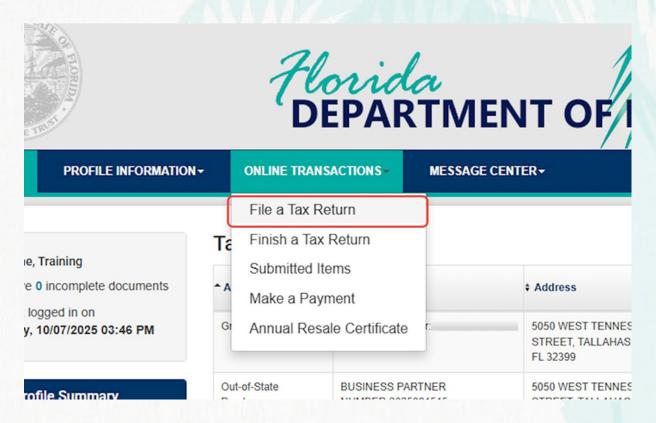
To view the Florida **Department of Revenue's Privacy** Notice, click the hyperlink. Otherwise, to continue, select OK.







To begin, click on ONLINE TRANSACTIONS. Select File a Tax Return from the dropdown options.

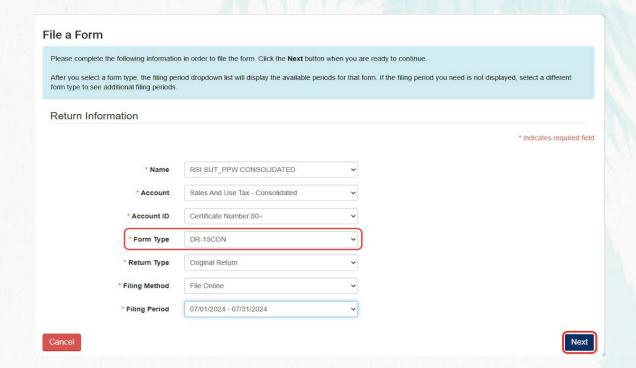






Fill out all of the required Return Information, including the Form Type, DR-15CON.

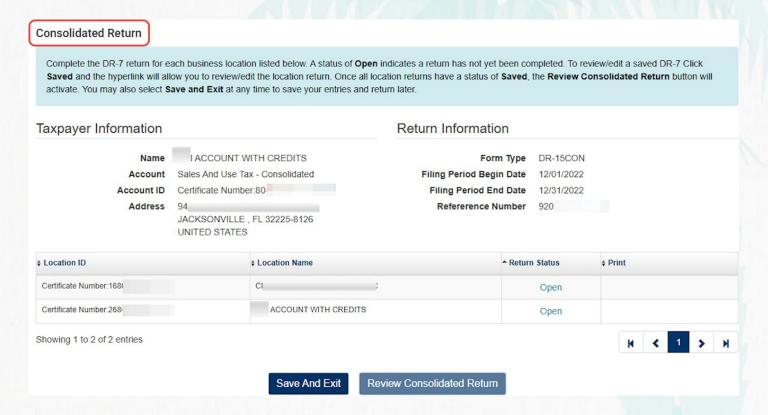
Click Next.







The Consolidated
Return screen will
display all sales and
use tax locations
that can be filed
together.







Click the Open hyperlink under the Return Status column to launch Form DR-7 for a specific Location ID.

Consolidated Return					
Complete the DR-7 return for e <b>Saved</b> and the hyperlink will all activate. You may also select <b>S</b>	ow you to review/edit th	e location return. Once all loc	cation returns have a status of		
Taxpayer Information			Return Information		
Name Account Account ID Address	RSI ACCOUNT WITH Sales And Use Tax - ( Certificate Number:80 JACKSONVILLE , FL UNITED STATES	Consolidated	Form Type DR-15CON Filing Period Begin Date 12/01/2022 Filing Period End Date 12/31/2022 Reference Number 920		
Location ID	¢ Lo	ocation Name		Return Status	Print
Certificate Number:168	CI		_	<u>Open</u>	
Certificate Number:268		CCOUNT WITH CREDITS		Open	
Showing 1 to 2 of 2 entries		Save And Exit Re	eview Consolidated Return	l	K < 1 > H





Click on the Return
Header tab to view
the Taxpayer
Information and
Return Information.

									tes required fi Instructions
Return Header	DR-7 Sales [	Details	DR-7	Estimated Tax Worksheet	More				
Taxpayer Inf	formation				Return Ir	nformation			
	Name	CF				Form Type	DR-7		
	Account	Sales Ar	nd Use Ta	x	Filing Period Begin Date 12/01/2022	12/01/2022			
	Account ID	Certifica	ite Numbe	r:16-	Filing	g Period End Date			
	Address		AUDERDA STATES	ALE , FL 33316-4219					
									Next Tab
Cancel						1	Save and Exit	Calculate	Continue

Tip: Clicking on the **Next Tab** button will move you through the tab pages on the Return Form.





Click on the DR-7 Sales Details tab. Enter your sales information.

Click the Next Tab button.

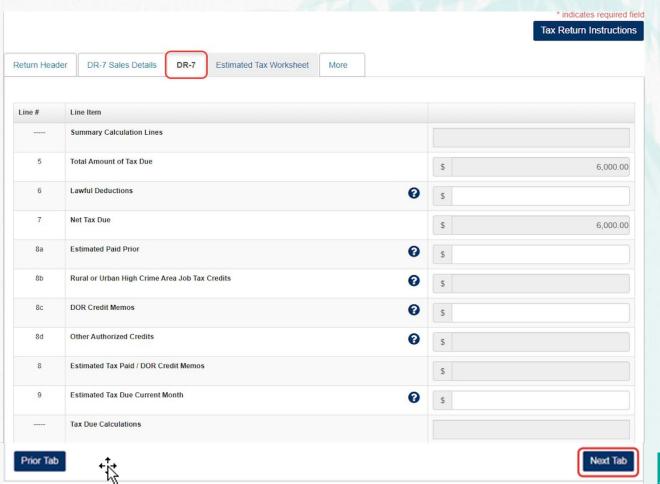
R7 Sales Det	tails								
		Gross Sales	0	2. Exempt Sales	3. Taxable Amount		4. Tax Due		
A. Sales/Servic	ces/Electricity		\$			\$		s	
B. Taxable Pure	chases		\$			S		s	
C. Commercial	Rentals		\$			\$		s	
D. Transient Re	entals		\$			\$		s	
E. Food & Beve	erage Vending		\$			\$		s	
						_			>





On the DR-7 tab, enter the applicable tax return information.

Click the Next Tab button.







On the Estimated Tax Worksheet tab, select a calculation method. (Only one method can be selected.)

Click the Next Tab button.

Line #	Line Item				
	Estimated Tax Current			\$	0.00
	Estimated Tax Calculation Meth	nod 1			
	Use Method 1				
	Method 1 Result			\$	0.00
	Estimated Tax Calculation Meth	nod 2			
	Use Method 2				
	Method 2 Result			\$	0.0
	Estimated Tax Calculation Meth	nod 3			
	Use Method 3				
	Method 3 Result			\$	0.00

**Method 1**: Average of prior filings within the calendar year.

**Method 2**: Month-based, same month from previous year filing.

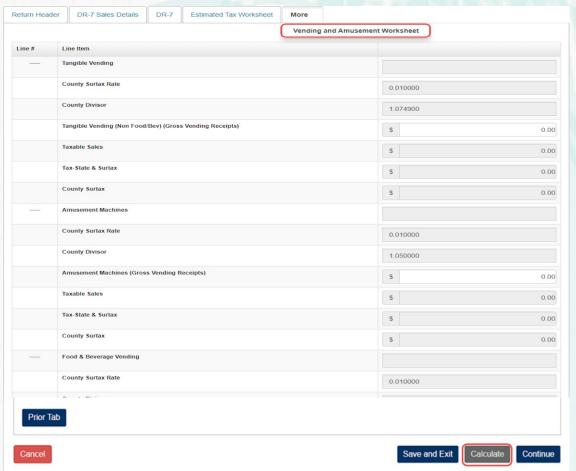
**Method 3**: Enter your own calculation amount.





Under the More tab, the Vending and Amusement Worksheet displays. Fill out any applicable vending and amusement fields.

Click Calculate.

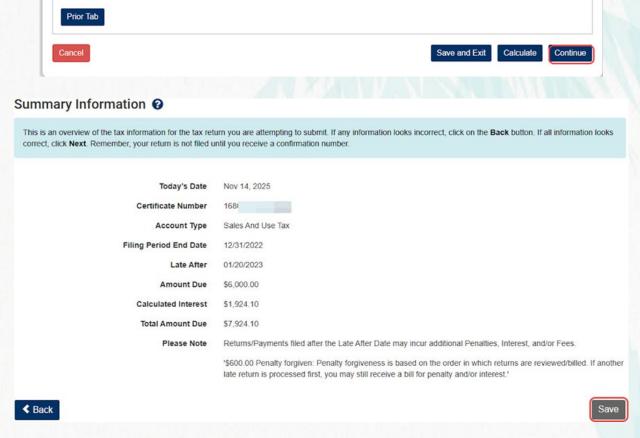




After clicking the Continue button, review the Summary Information.

Click Save.

#### File a Tax Return



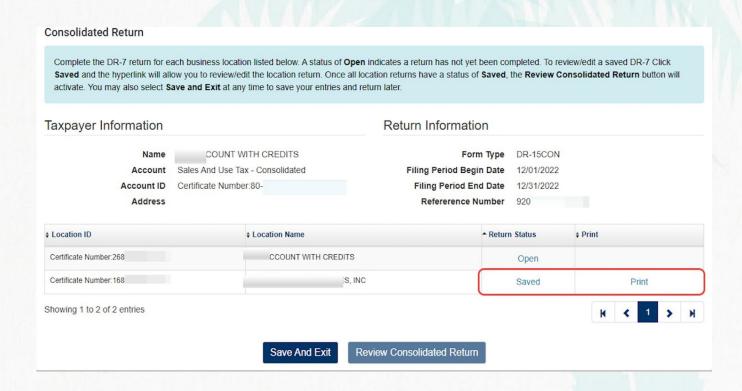
Note: If changes are needed, click Back to return to the form.





Completed DR-7 returns will display a Return Status of Saved and have a Print option.

Repeat these DR-7 steps for all locations listed.



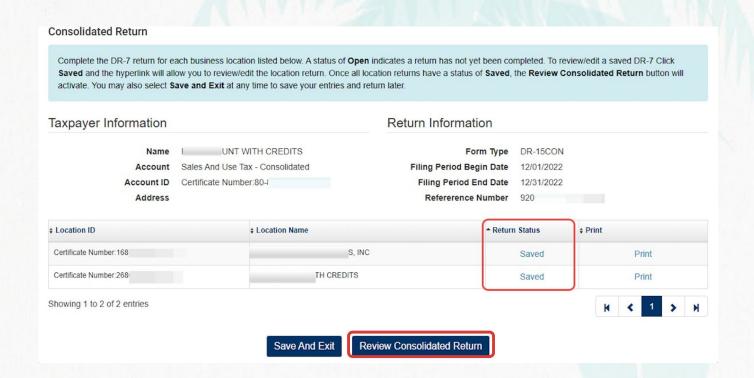
Tip: If you Save and Exit while in the DR-7, the status will show In Progress.





After all locations show a Saved status, you can submit the Consolidated Sales Tax Return.

Click Review
Consolidated Return.

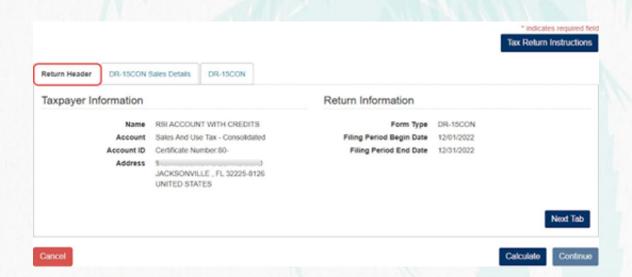






The DR-15CON Sales
Details tab will open
automatically for you to
review the consolidated
tax information.

Click on the Return Header tab to review taxpayer and return information.

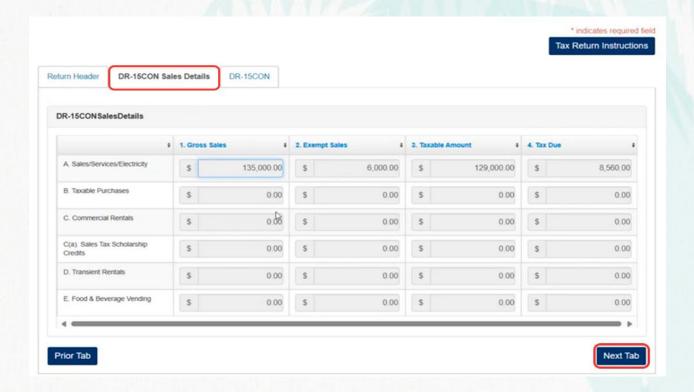






The DR-15CON
Sales Details tab
will display details
from all DR-7 sales
details previously
saved.

Click the Next Tab button.







The DR-15CON tab will display details from all DR-7 forms previously saved.

Click the Calculate button.



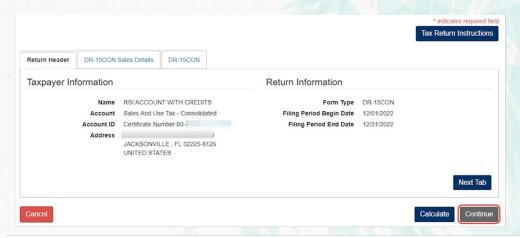


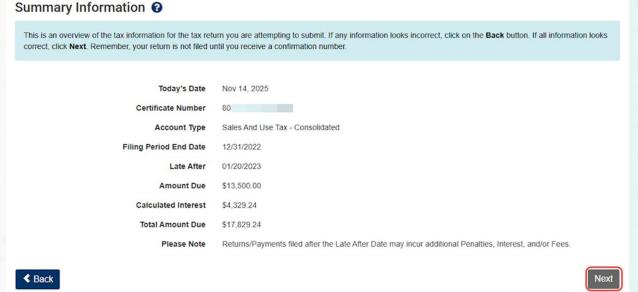


Click the Continue button.

Review the Summary Information.

Click Next to move forward in the submission process.









Enter your
Signature
information in all
required fields (\*).

Click Yes to acknowledge and authorize the tax return submission.

nter Tax Return	- Signature		
		resented in the tax return now being submitted	
The Department of Reven	ue will reconcile the information submitted, a	along with any payments, and may assess add	itional tax, interest, penalty, and/or fees.
			ment of Revenue. If your contact information needs
	e updated information here. Any change you enue.com/taxes/eEnroll and select Update $\epsilon$	the state of the s	7. To make a permanent update to your contact
f vou agree. Please selec	the Yes button. To cancel the submission a	and go back to the return. Select No.	
f you agree, Please selec	t the <b>Yes</b> button. To cancel the submission a	and go back to the return, Select No.	
f you agree, Please select  * First Name	the <b>Yes</b> button. To cancel the submission a	and go back to the return, Select No.  * Phone Number	63
	-		63 RSIMAIL.COM
* First Name	KEMAL	* Phone Number	





The green Confirmation banner displays.

You can select Make a Payment Now, Print, or Return Home.







# Click Make a Payment Now.

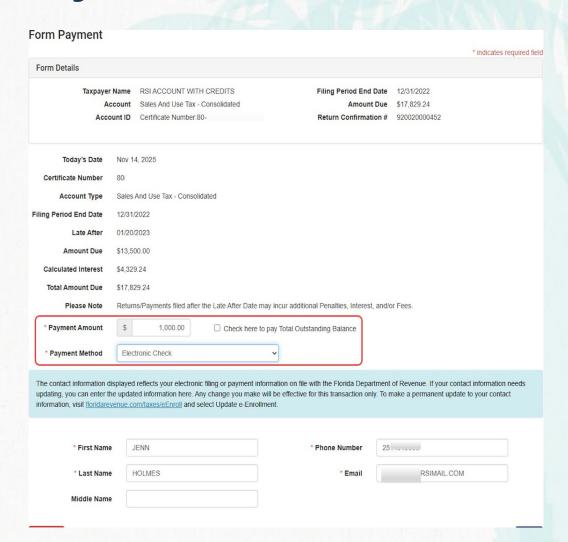






Enter the Payment
Amount or check the
box to pay the Total
Outstanding
Balance.

Select the Payment Method.







Review the contact information.

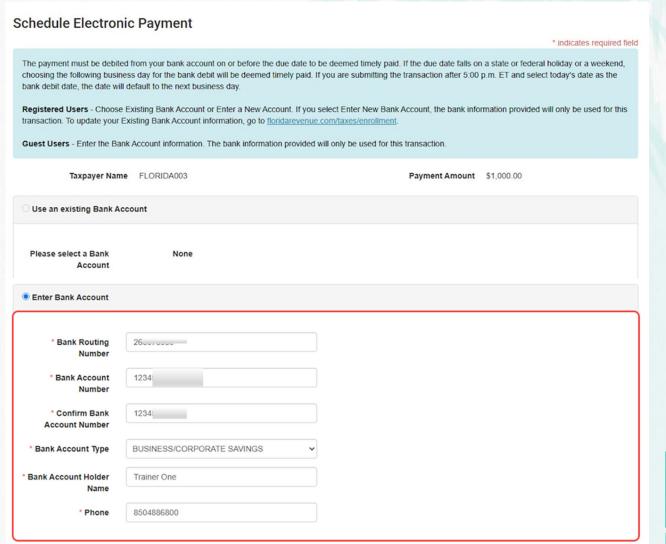
Click Next.

* First Name	KEMAL	* Phone Number	6314001010
* Last Name	TESTER	* Email	KDOGAN@RSIMAIL.COM
Middle Name			





# Fill out all required Bank Account fields.







**Choose a Debit** Date and click the "I hereby authorize the withdrawal of funds as specified above for tax payments" checkbox.

Enter Payme	ent Debit Date	and Authorization	
* [	Debit Date	Monday, 11/17/2025	
		* I hereby authorize the wit	drawal of funds as specified above for tax payments.
Back			Next





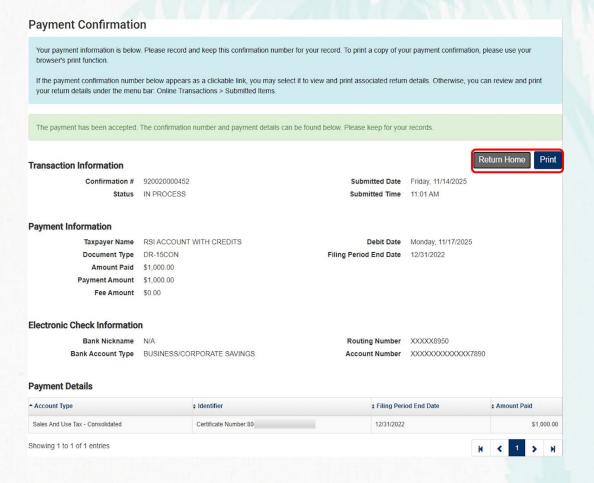
Review the payment details.

Click Confirm.





The green Confirmation banner displays. You can click Print to print out the payment confirmation or click Return Home.





# Logout

To exit, click Log Out in the upper right-hand corner on the main toolbar.



