

Terminal Supplier Fuel Tax Return and Terminal Operator Information Return (Forms DR-309631 and DR-309636)

Electronic File Upload Step-by-Step Guide



Website Navigation

From the Florida Department of Revenue home page, click the File and Pay icon.



Select Fuel and Pollutants Taxes Under eFile and Pay Taxes and Fees

Under the [eFile and Pay Taxes and Fees](#) section, select the Fuel and Pollutants Taxes link.

The screenshot shows the Florida Department of Revenue website. The header includes the state seal, the department name, and a search bar. The navigation menu has links for HOME, CHILD SUPPORT, PROPERTY TAX, GENERAL TAX, TAX DATA, and CONTACT. The 'GENERAL TAX' link is active. Below the navigation menu, there is a banner for 'We're Upgrading the eFile and Pay System' with a 'LEARN MORE' button. The main content area is titled 'eFile and Pay Taxes, Fees, and Remittances'. It is divided into two columns. The left column, 'eFile and Pay Taxes and Fees', lists various tax categories, with 'Fuel and Pollutants Taxes' highlighted by a yellow box. The right column, 'ePay a Bill or Make a Payment', lists payment methods and agencies. Below these columns are sections for 'Refund Application' and 'Shopping Online'.

Important Information
[Privacy Notice - Disclaimer](#)

Quick Links
[Contact Us](#)
[Enroll to eFile and Pay](#)
[Register to Collect and Pay Taxes or Fees](#)
[Print Annual Resale Certificates](#)
[Retrieve Your Certificate or Account Number](#)
[Update Account Information](#)

Resources
[Other eServices for Taxes, Fees and Other State Remittances](#)
[Taxes and Fees or Refunds](#)
[Registration Forms and Publications](#)
[eFile and Pay Guides and Tutorials](#)
[Florida Alternative Tax Forms Vendor Information](#)
[Import File Information for Taxpayers](#)

We're Upgrading the eFile and Pay System
[LEARN MORE](#)

eFile and Pay Taxes, Fees, and Remittances

eFile and Pay Taxes and Fees

- [Communications Services Tax](#)
- [Corporate Income Tax File and Pay](#)
- [Documentary Stamp Tax - Registered](#)
- [Documentary Stamp Tax - Nonregistered](#)
- [Fuel and Pollutants Taxes](#)**
- [Gross Receipts Tax on Utility Services](#)
- [Insurance Premium Tax](#)
- [Reemployment Tax](#)
- [Sales and Use Tax](#)
 - [Prepaid Wireless Fee](#)
 - [Solid Waste Fees and Surcharge](#)

ePay a Bill or Make a Payment

eCheck and Credit Card

- [Audit and Past Due Bill Payments](#)
- [Tax/Fee/Remittance Payment Only](#)
- [Payments to Other State Agencies](#)
 - Division of Alcoholic Beverages and Tobacco
 - Division of Pari-Mutuel Wagering
 - Division of State Group Insurance
 - Florida Retirement System

Refund Application

- [Sales and Use Tax](#)
- [Other Taxes](#)

Shopping Online

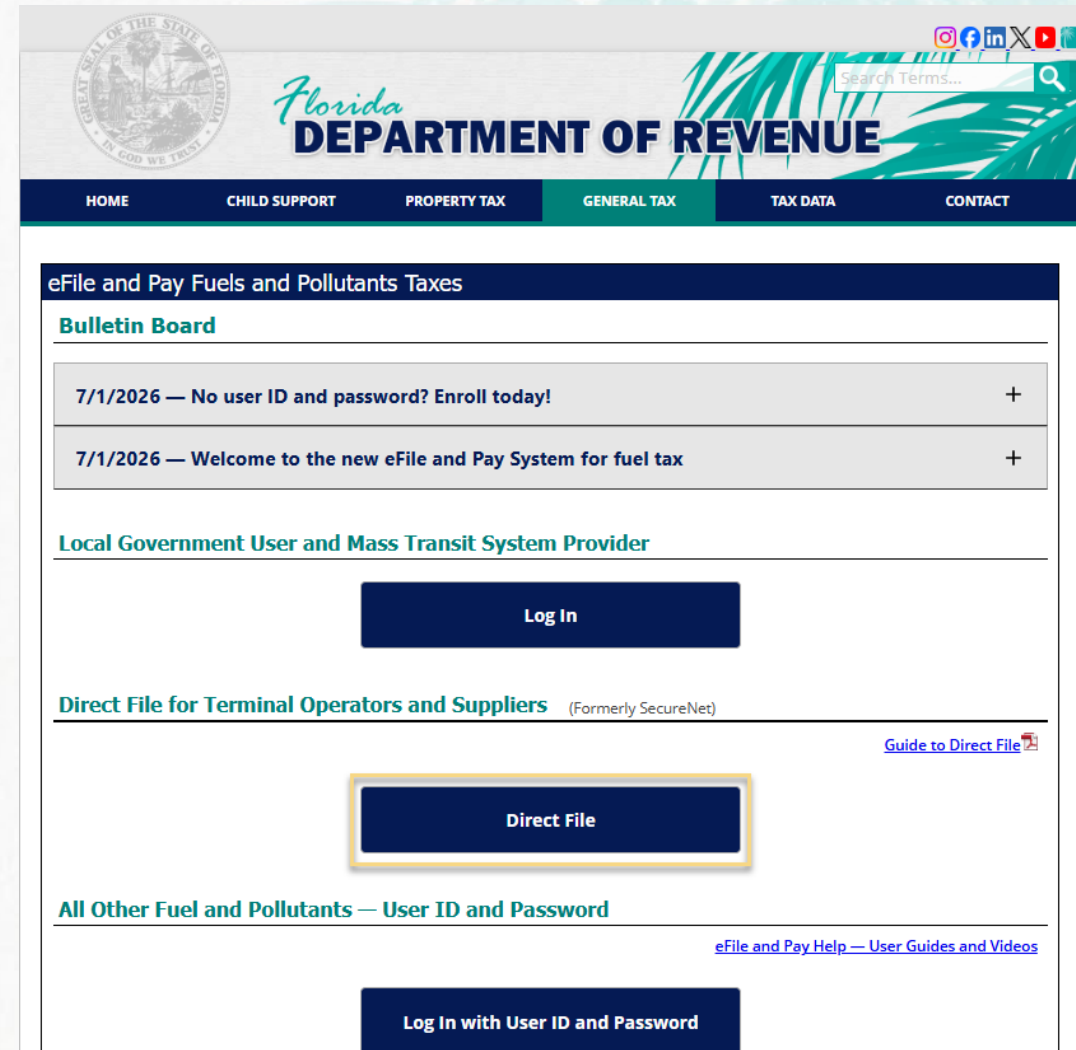
- [Out-of-State Purchases](#) (not for use by registered dealers)

Information Reporting

- [Form 1099-K Reporting](#)
- [Wholesaler/Distributor Reporting](#) (Alcoholic Beverages and Tobacco Products)

Direct File

Click the Direct File
button to sign in with
your User ID and
Password.



The screenshot shows the Florida Department of Revenue website. The header includes the state seal, the department name, social media icons, and a search bar. A navigation menu contains links for HOME, CHILD SUPPORT, PROPERTY TAX, GENERAL TAX (highlighted), TAX DATA, and CONTACT. The main content area is titled "eFile and Pay Fuels and Pollutants Taxes" and features a "Bulletin Board" with two announcements dated 7/1/2026. Below the bulletin board is a section for "Local Government User and Mass Transit System Provider" with a "Log In" button. The "Direct File for Terminal Operators and Suppliers" section (formerly SecureNet) includes a "Direct File" button highlighted with a yellow border and a link to the "Guide to Direct File". The "All Other Fuel and Pollutants — User ID and Password" section includes a link to "eFile and Pay Help — User Guides and Videos" and a "Log In with User ID and Password" button.

Florida
DEPARTMENT OF REVENUE

HOME CHILD SUPPORT PROPERTY TAX **GENERAL TAX** TAX DATA CONTACT

eFile and Pay Fuels and Pollutants Taxes

Bulletin Board

7/1/2026 — No user ID and password? Enroll today! +

7/1/2026 — Welcome to the new eFile and Pay System for fuel tax +

Local Government User and Mass Transit System Provider

Log In

Direct File for Terminal Operators and Suppliers (Formerly SecureNet)

[Guide to Direct File](#)

Direct File

All Other Fuel and Pollutants — User ID and Password

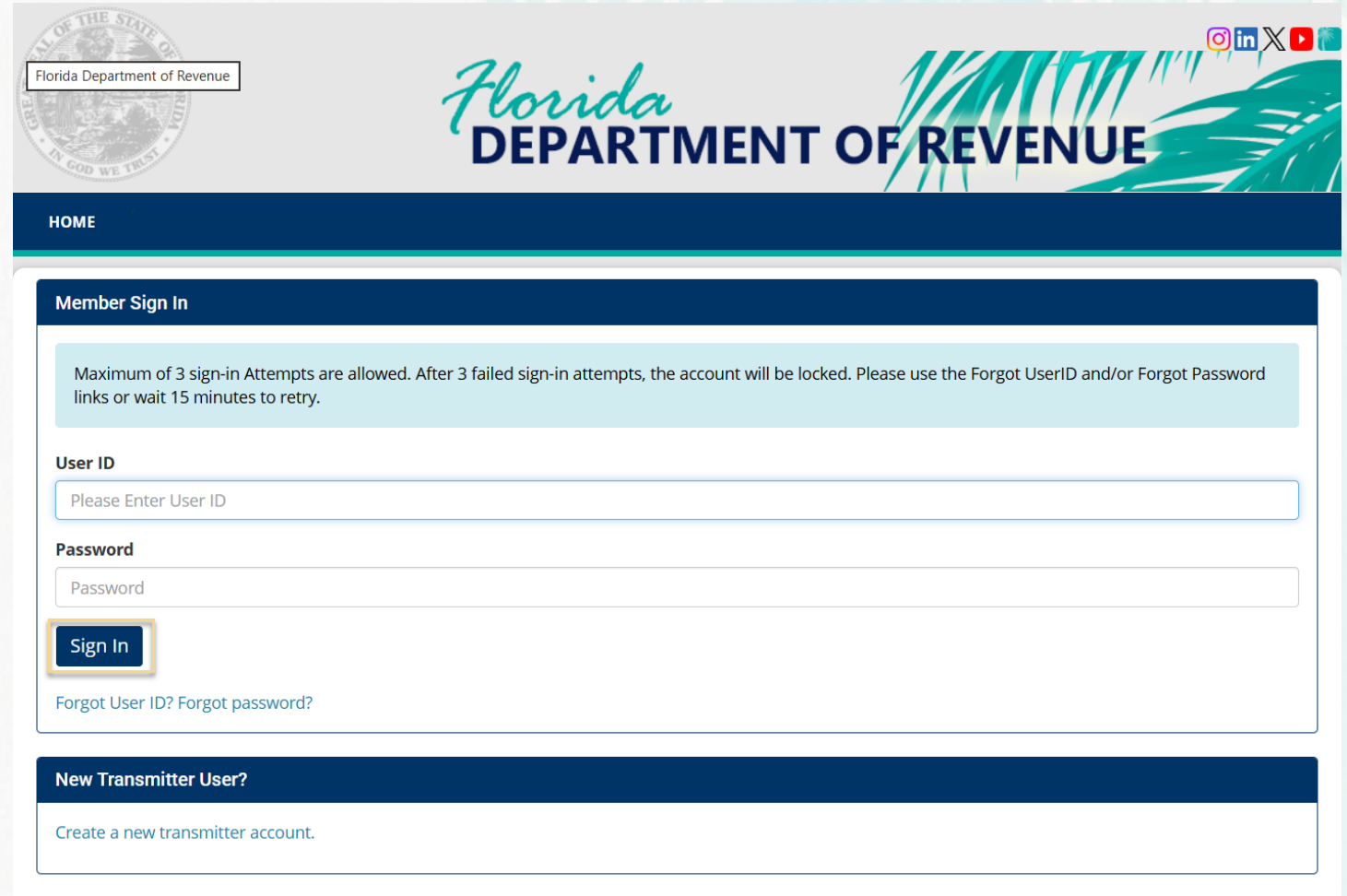
[eFile and Pay Help — User Guides and Videos](#)

Log In with User ID and Password

Log In with User ID and Password

Enter your User ID
and Password.

Click Sign in.



The screenshot shows the Florida Department of Revenue login page. At the top, there is a header with the Florida Department of Revenue logo on the left and social media icons on the right. Below the header is a dark blue navigation bar with the word "HOME" in white. The main content area is titled "Member Sign In" in a dark blue bar. Below this, a light blue box contains a warning: "Maximum of 3 sign-in Attempts are allowed. After 3 failed sign-in attempts, the account will be locked. Please use the Forgot UserID and/or Forgot Password links or wait 15 minutes to retry." Below the warning are two input fields: "User ID" with the placeholder text "Please Enter User ID" and "Password" with the placeholder text "Password". Below the input fields is a blue "Sign In" button with a yellow border. Below the button is a link that says "Forgot User ID? Forgot password?". At the bottom of the page, there is a dark blue bar titled "New Transmitter User?" and a link that says "Create a new transmitter account."

Florida Department of Revenue

Florida
DEPARTMENT OF REVENUE

HOME

Member Sign In

Maximum of 3 sign-in Attempts are allowed. After 3 failed sign-in attempts, the account will be locked. Please use the Forgot UserID and/or Forgot Password links or wait 15 minutes to retry.

User ID

Please Enter User ID

Password

Password

Sign In

[Forgot User ID? Forgot password?](#)

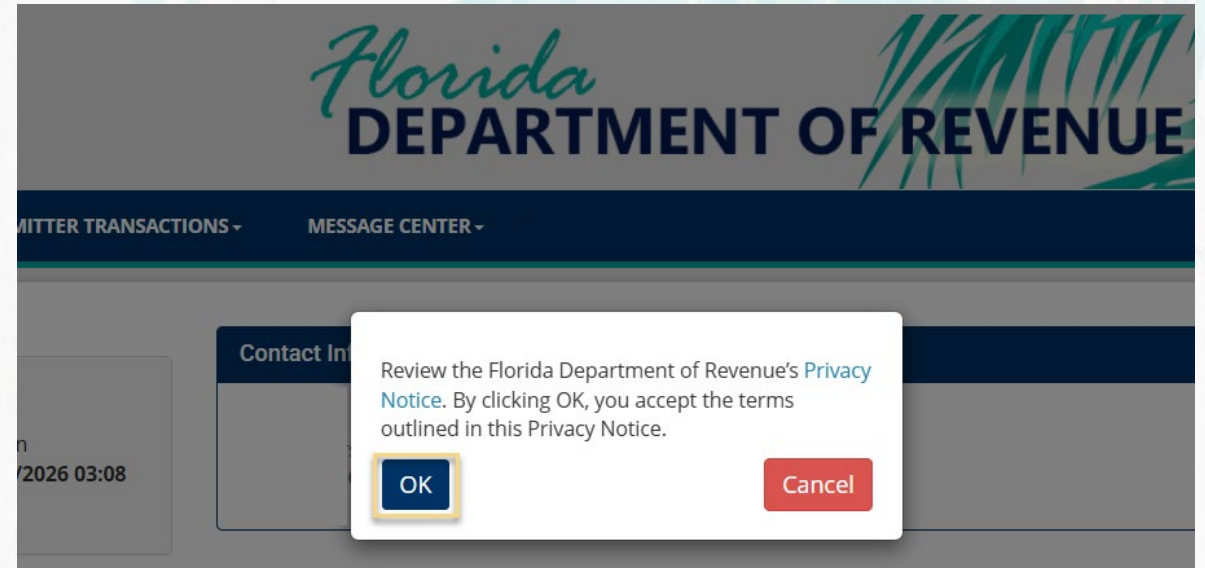
New Transmitter User?

[Create a new transmitter account.](#)

Florida Department of Revenue Privacy Notice

To view the Florida Department of Revenue's Privacy Notice, click the hyperlink.

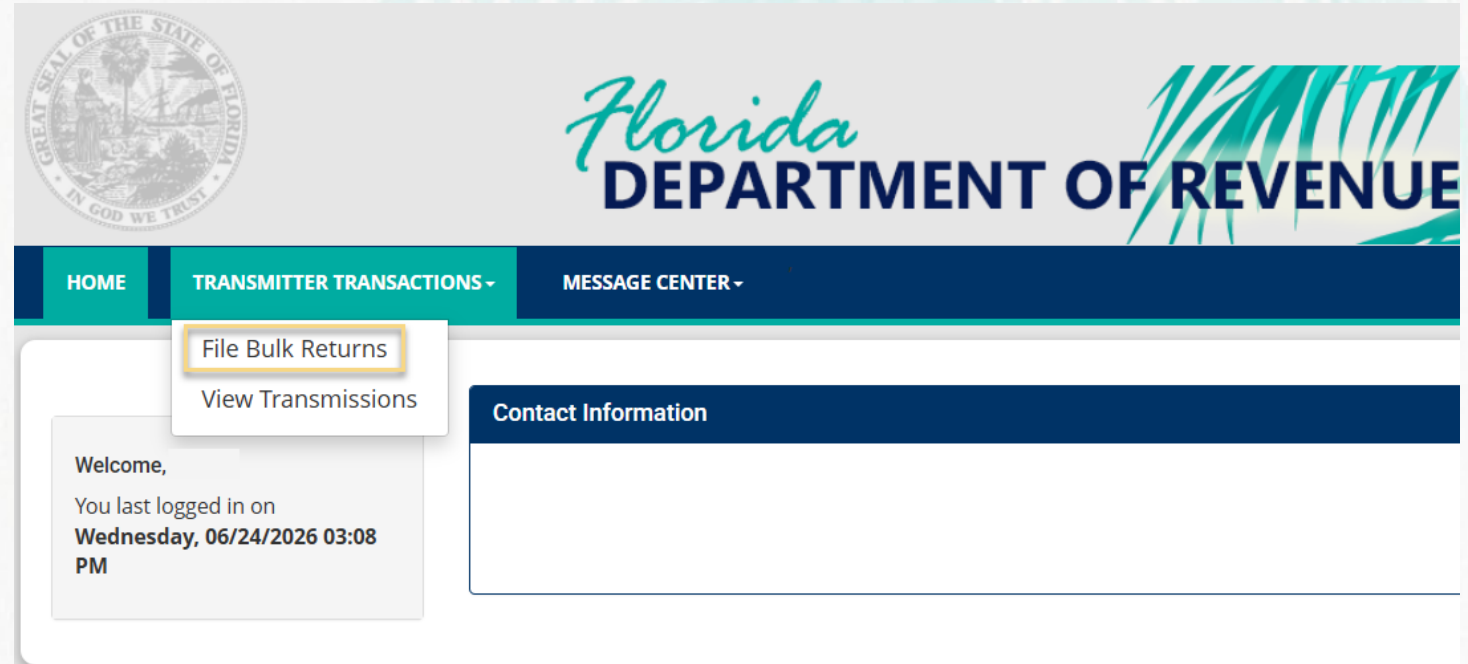
Otherwise, to continue, click OK.



File Bulk Returns

To begin, click on
**TRANSMITTER
TRANSACTIONS.**

Select File Bulk Returns
from the dropdown
options.



Select File Type

Select the File Type from the drop-down menu and click Add Files.

File Bulk Return

Please select the file type to recommend using .zip Communications Service.

Note: If the Test Indicator is selected, the file will not be submitted to the Department.

Once the file type is selected, the system will recommend using .zip.

After selecting a file, it will be uploaded to the system. If the file is correct, click Add Files. If the file is incorrect, click Cancel.

After uploading, you will be prompted to complete the process. Any additional files must be removed before submission, or they will not be accepted.

Important: If multiple files are uploaded, only one file can be uploaded at a time. Additional files added will be ignored by the system.

Any file over the Maximum File Size: 750 MB will not be accepted.

File Type Selected:

- Production-Sales Tax (XML)
- Production-Sales Tax (ZIP)
- Test-Sales Tax (XML)
- Test-Sales Tax (ZIP)
- Production-CST (TXT)
- Test-RTBatchEnroll(ZIP)
- Test-MFT (XML)
- Test-MFT (ZIP)
- Production-MFT (XML)
- Production-MFT (ZIP)
- Test-CST (TXT)
- Production-IPT (XML)
- Production-IPT (ZIP)
- Test-IPT (XML)
- Test-IPT (ZIP)
- Prod-RTBatchEnroll(ZIP)

* Select File Type

+ Add Files...

Cancel

Submit

Start File Upload

Locate the file to be uploaded on your computer, then click Start.

* Select File Type

Production-MFT (XML) ▾

+ Add Files...

Sample-Success 1.xml

4.73 KB

Start

Cancel

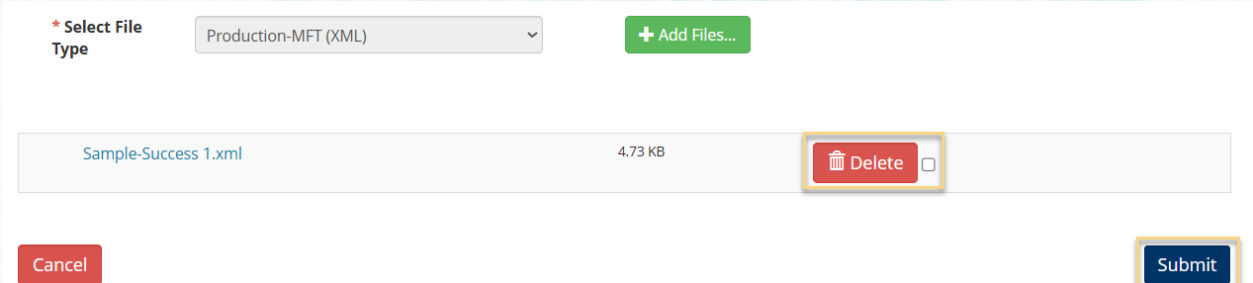
Cancel

Submit

Submit File

Once the file has been uploaded, the name will become an active link. If the file is incorrect, click the checkbox next to the Delete button, then click Delete.

If the file is correct, click Submit.



The screenshot displays the 'Submit File' interface. At the top, there is a section for selecting the file type, labeled '* Select File Type', with a dropdown menu currently set to 'Production-MFT (XML)' and a green '+ Add Files...' button. Below this, a table lists the uploaded files. The first entry is 'Sample-Success 1.xml' with a size of '4.73 KB'. To the right of the filename is a red 'Delete' button with a trash icon and an unchecked checkbox. At the bottom of the interface, there are two buttons: a red 'Cancel' button on the left and a blue 'Submit' button on the right, both highlighted with yellow borders.

* Select File Type	Production-MFT (XML)	+ Add Files...
Sample-Success 1.xml	4.73 KB	 Delete ☐

Cancel Submit

Confirmation

A green Confirmation banner will display if the file was uploaded successfully.

Confirmation

Your XML file has been uploaded. Please review the transmission history or manifest for any warning message(s). The Trace Number is provided below.

Trace Number: 20251205120532

File Submission Failed

A red error banner will display if the file submission failed.

The Description column will tell you why the submission failed. Click Cancel and start your transmission again.

File Bulk Returns ?

Bulk file upload failed. Please see errors below.

Please select the file type from the drop-down list first. The options available are Production and Test for all file types (.xml, .zip, or .txt). Where available, we recommend using .zip files to reduce processing times and bandwidth issues; there is a limit of one .xml file per .zip. Communications Services tax must be .txt files.
Note: If the Test Indicator code within the file does not match the Production file type, the file will not be submitted to the Department.

Once the file type is selected, click the **Add File** button to choose your file. Only **one** file can be uploaded at a time. Additional files added will be ignored by the system.

After selecting a file, it will appear below for your review.
If the file is correct, click **Start** to upload it.
If the file is incorrect, click **Cancel** to remove it.

After uploading, you may click **Delete** to remove the file or **Submit** to complete the process.
Important: If multiple files are uploaded, only the first file will be processed. Any additional files must be removed before submission, or they will not be accepted.

Any file over the **Maximum File Size** must be zipped.
Maximum File Size:75MB
File Type Selected:

* Select File Type

Code	Description	Additional Information
X01	Message: Invalid XML: Missing required namespace 'http://www.irs.gov/efile'	Trace Number: 20260625100040

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

Log Out

