

Gross Receipts Tax

Electronic File and Pay

Step-by-Step Guide



FloridaRevenue.com

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

The screenshot shows the Florida Department of Revenue website. At the top left is the Great Seal of the State of Florida. The main header features the Florida Department of Revenue logo and a search bar. A navigation menu includes links for HOME, CHILD SUPPORT, PROPERTY TAX, GENERAL TAX, TAX DATA, and CONTACT. The main content area is divided into several sections:

- Information for...:** A vertical list of categories: Businesses and Employers, Individuals and Families, Industry Professionals, Local Government Officials, and Employment Opportunities.
- Quick Links:** A list of links including About Us, Accessibility, and Forms and Publications.
- eServices:** A section with a red box highlighting the **File and Pay** button. This button lists: Taxes, Fees, and Remittances. To the right of this button is a list of services: Print Annual Resale Certificates, Register to collect and/or pay taxes, View your reemployment tax rate, Child Support payment information, Child Support Services for Employers, and Subscribe to our tax publications. A **More eServices...** link is also present.
- Contact:** A banner image of a modern building with the text **Contact** and *the Florida Department of Revenue*. Below the image is a dark blue bar with the text **Need to get in contact with any of the programs within the Department of Revenue?** and a **Contact Us...** link.

Login

Under the eFile and Pay Taxes and Fees section, select the Gross Receipt Tax link.

The screenshot shows the Florida Department of Revenue website. At the top, there is a search bar and the department's name. Below that is a navigation menu with links for 'CHILD SUPPORT', 'PROPERTY TAX', 'GENERAL TAX', 'TAX DATA', and 'CONTACT'. A banner at the top right reads 'We're Upgrading the eFile and Pay System in 2025' with a 'LEARN MORE' button. The main content area is titled 'eFile and Pay Taxes, Fees, and Remittances' and is divided into two columns. The left column is 'eFile and Pay Taxes and Fees' and the right column is 'Pay a Bill or Make a Payment'. The 'Gross Receipts Tax' link in the left column is highlighted with a red box.

Florida
DEPARTMENT OF REVENUE

Search Terms...

CHILD SUPPORT PROPERTY TAX GENERAL TAX TAX DATA CONTACT

We're Upgrading the eFile and Pay System in 2025 [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 Tax - Blender, Exporter, Petroleum Carrier, Pollutants, and Wholesaler and Importer
- Fuel Tax - Local Government User of Diesel Fuel and Mass Transit System Provider
- **Gross Receipts Tax**
- Insurance Premium Tax
- Reemployment Tax - Agents
- Reemployment Tax - Employers

Pay a Bill or Make a Payment
eCheck and Credit Card

- Bill Payment
- Audit Payment
- **Tax/Fee/Remittance Payment Only**
 - Communications Services Tax
 - Documentary Stamp Tax
 - Gross Receipts Tax on Utility Services
 - Insurance Premium Tax
 - Motor and Other Fuel Taxes
 - Prepaid Wireless Fee
 - Reemployment Tax
 - Sales and Use Tax

Login With Username and Password

Click “Log In” to login with your username and password.

The screenshot displays the Florida Department of Revenue website interface. At the top left is the state seal, and to its right is the text "Florida DEPARTMENT OF REVENUE". A search bar is located in the top right corner. Below the header is a navigation menu with links for HOME, CHILD SUPPORT, PROPERTY TAX, GENERAL TAX (highlighted), TAX DATA, and CONTACT. The main content area is titled "eFile and Pay Gross Receipts Tax" and includes a "Bulletin Board" section with a message dated 4/1/2025. Under the "Enrolled Users (User ID and Password)" section, a "Log In" button is highlighted with a red rectangle. Below this, the "Guest Users (Certificate Number and FEIN Options)" section contains three buttons: "File a Return", "Resume Saved Return", and "Make a Payment". A small "Word" button is visible at the bottom of the page.

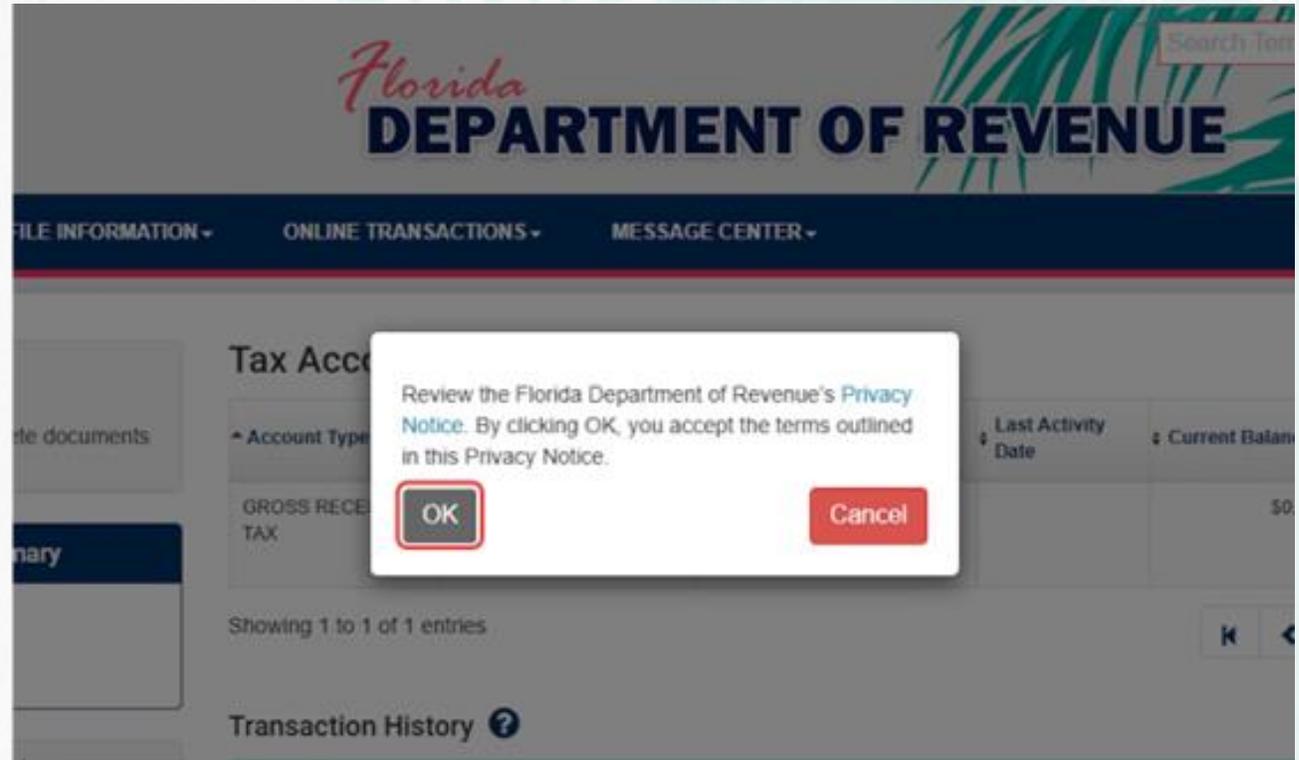
Login With Username and Password

Enter your
username and
password.
Click Sign in.



Florida Department of Revenue Privacy Notice

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



File a Tax Return

To begin, click
Online
Transactions from
the main toolbar.
Select File a Tax
Return from the
available drop-
down options.

The screenshot shows the Florida Department of Revenue website interface. At the top, there is a search bar and social media icons. Below that is a navigation bar with tabs for HOME, PROFILE INFORMATION, ONLINE TRANSACTIONS (highlighted in red), and MESSAGE CENTER. A dropdown menu is open under ONLINE TRANSACTIONS, with 'File a Tax Return' highlighted in a red box. Other options in the menu include 'Finish a Tax Return', 'Saved Items', 'Submitted Items', and 'Make a Payment'. Below the navigation bar, there is a user profile section with a 'Welcome, ONE' message and a 'User Profile Summary' box. To the right, there is a table with columns for ID, Address, Last Activity Date, Current Balance, and Last Filed. The table contains one entry for 'TEST ACCOUNT 17' with an address in Tallahassee, FL. Below the table is a 'Transaction History' section with a search box and a search button.

File a Tax Return

Review the account information and Select the appropriate Filing Period.

Click Next.

The screenshot shows the 'File a Form' page on the Florida Department of Revenue website. The page header includes the state seal and the department name. A navigation bar contains links for HOME, PROFILE INFORMATION, ONLINE TRANSACTIONS, MESSAGE CENTER, and Log Out. The main content area is titled 'File a Form' and contains a form with the following fields:

- Name: TEST ACCOUNT 17
- Account: GROSS RECEIPTS TAX
- Account ID: CERTIFICATE NUMBER 1 (TAX)
- Form Type: Gross Receipts Tax Return
- Return Type: Original Return
- Filing Method: FILE ONLINE
- Filing Period: 01/01/2025 - 04/30/2025

At the bottom of the form, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box. A red asterisk indicates a required field.

File a Tax Return

Optional: Read through the Enter Tax Return Form information box.

HOME PROFILE INFORMATION ONLINE TRANSACTIONS MESSAGE CENTER Log Out

Online Transactions > File a Tax Return

Enter Tax Return Form

Before a return can be submitted, you must use the calculate function to verify the input data. Click **Calculate** below when you are ready to calculate the return. Click **Save and Exit** if you would like to save the return and exit the filing application. You can return to the filing by accessing your Saved Items under Online Transactions above. When you are ready to submit the return, click **Continue**. The **Prior Tab** button will direct you to the prior tab of the return. The **Next Tab** button will move you to the next tab of the return.

* indicates required field

Tax Return Instructions

Return Header Tax Return

Line #	Line Item
1	Electric Receipts

File a Tax Return

Click on the Return Header tab, to review the Taxpayer Information.

Before a return can be submitted, you must use the calculate function to verify the input data.
Click **Calculate** below when you are ready to calculate the return.
Click **Save and Exit** if you would like to save the return and exit the filing application.
You can return to the filing by accessing your Saved Items under Online Transactions above.
When you are ready to submit the return, click **Continue**.
The **Prior Tab** button will direct you to the prior tab of the return.
The **Next Tab** button will move you to the next tab of the return.

* indicates required field

Tax Return Instructions

Return Header Tax Return

Taxpayer Information		Return Information	
Name	I TEST ACCOUNT 17	Form Type	Gross Receipts Tax Return
Account	GROSS RECEIPTS TAX	Period Begin Date	01/01/2025
Account ID	CERTIFICATE NUMBER 47-1 1801-8	Filing Period End Date	01/31/2025
Address	114 S DUVAL ST TALLAHASSEE, FL 32301-7712 UNITED STATES		

Cancel Save and Exit Calculate Continue Next Tab

File a Tax Return

Click on the Tax Return tab. Fill out the Tax Return information.

* indicates required field
Tax Return Instructions

Return Header **Tax Return** No Fees Collected

Line #	Line Item	
1	Electric Receipts	
A	Taxable Electric Receipts	\$ <input type="text"/>
B	Tax Rate Electric Receipts	0.025000
7	Penalty	\$ <input type="text"/>
8	Interest	\$ <input type="text"/>
9	Total Due with Return	\$ <input type="text"/>

Back Next

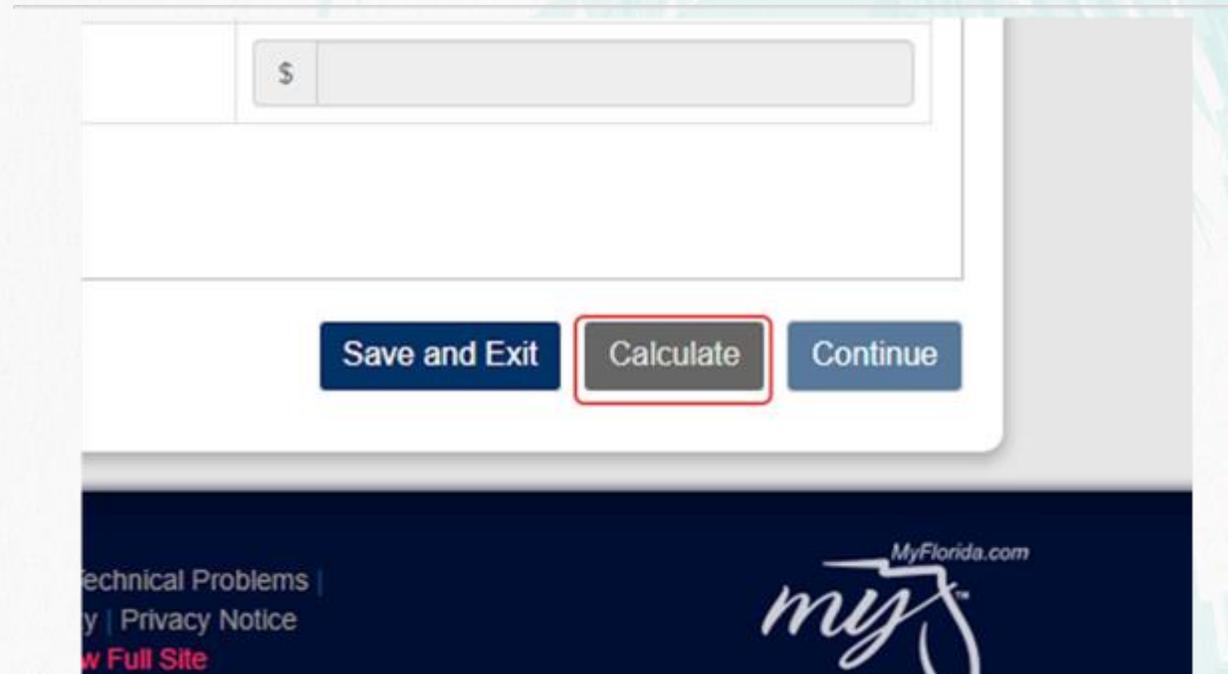
Cancel Save and Exit Save and Continue Calculate Continue

File a Tax Return

Click the Calculate button at the bottom of the form.

Note: The Continue button will not be available until the Calculate button has been selected.

You may also select Save and Exit to complete the form later.



The screenshot shows a portion of a web form. At the top, there is a text input field with a dollar sign (\$) on the left. Below this field, there are three buttons: "Save and Exit", "Calculate", and "Continue". The "Calculate" button is highlighted with a red rectangular border. At the bottom of the form, there is a dark blue footer containing the text "MyFlorida.com" and a stylized logo. To the left of the logo, there are links for "Technical Problems", "Privacy Notice", and "Full Site".

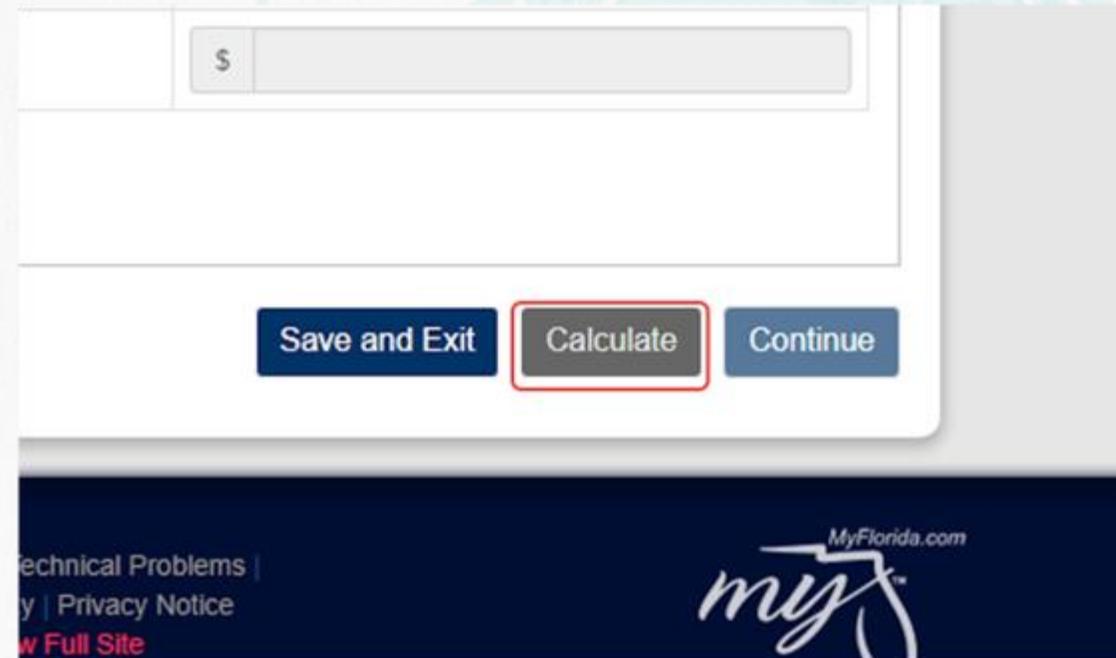
File a Tax Return

The Select Penalty and Interest field will now be available. Select System Calculated Amounts or enter your own penalty and interest amounts.

6	Amount of Tax Due	\$	7.50
7	Penalty	\$	0.00
8	Interest	\$	0.00
9	Total Due with Return	\$	7.50
Select Penalty and Interest		System Calculated Amounts	
Entered Penalty and Interest			
Entered Penalty		\$	0.00
Entered Interest		\$	0.00
Total Due With Return		\$	7.50
System Calculated Penalty and Interest			
System Calculated Penalty		\$	10.00

File a Tax Return

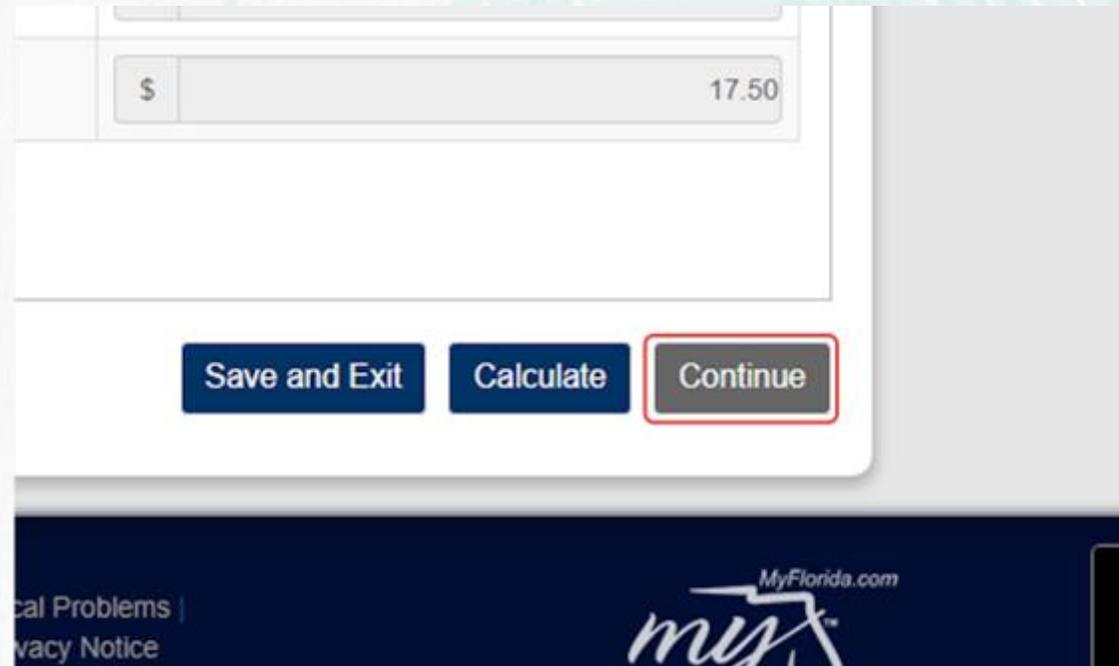
Click the Calculate button again.



A screenshot of a web application interface for filing a tax return. At the top, there is a text input field with a dollar sign (\$) on the left. Below this field are three buttons: "Save and Exit", "Calculate", and "Continue". The "Calculate" button is highlighted with a red rectangular border. At the bottom of the interface, there is a dark blue footer containing the text "MyFlorida.com" and a logo with the word "my" in a script font. To the left of the logo, there are links for "Technical Problems", "Privacy Notice", and "Full Site".

File a Tax Return

Review the information on the Tax Return. Select the Continue button to move forward with the submission process.



The screenshot shows a web interface for filing a tax return. At the top, there is a text input field containing the value '\$ 17.50'. Below this field are three buttons: 'Save and Exit', 'Calculate', and 'Continue'. The 'Continue' button is highlighted with a red rectangular border. At the bottom of the interface, there is a dark blue footer containing the text 'MyFlorida.com' and a logo with the word 'my' in a stylized font. On the left side of the footer, there are links for 'Legal Problems' and 'Privacy Notice'.

File a Tax Return

Review the Summary Information provided. Click Next to move forward in the submission process.

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

The screenshot shows a web interface for filing a tax return. At the top, there is a navigation bar with links for HOME, PROFILE INFORMATION, ONLINE TRANSACTIONS, MESSAGE CENTER, and Log Out. Below this, the page title is 'File a Tax Return'. The main content area is titled 'Summary Information' and contains a light blue box with instructions: 'This is an overview of the tax information for the tax return you are attempting to submit. If any information looks incorrect, click on the Back button. If all information looks correct, click Next. Remember, your return is not filed until you receive a confirmation number.' Below this, a table displays the following information:

Today's Date	Mar 19, 2025
CERTIFICATE NUMBER	47901
Account Type	GROSS RECEIPTS TAX
Period End Date	01/31/2025
Late After	02/02/2025
Amount Due	\$7.50
Calculated Penalty	\$10.00
Total Amount Due	\$17.50
Please Note	Returns/Payments filed after the Late After Date may incur additional Penalties, Interest, and/or Fees.

At the bottom of the summary information box, there are two buttons: 'Back' on the left and 'Next' on the right. The 'Next' button is highlighted with a red border. The footer of the page includes a logo on the left, a list of links (Questions and Answers, Accessibility, Report Technical Problems, Help with Downloading Files, Browser Security, Privacy Notice) in the center, and the 'myfloridarevenue.com' logo on the right.

File a Tax Return

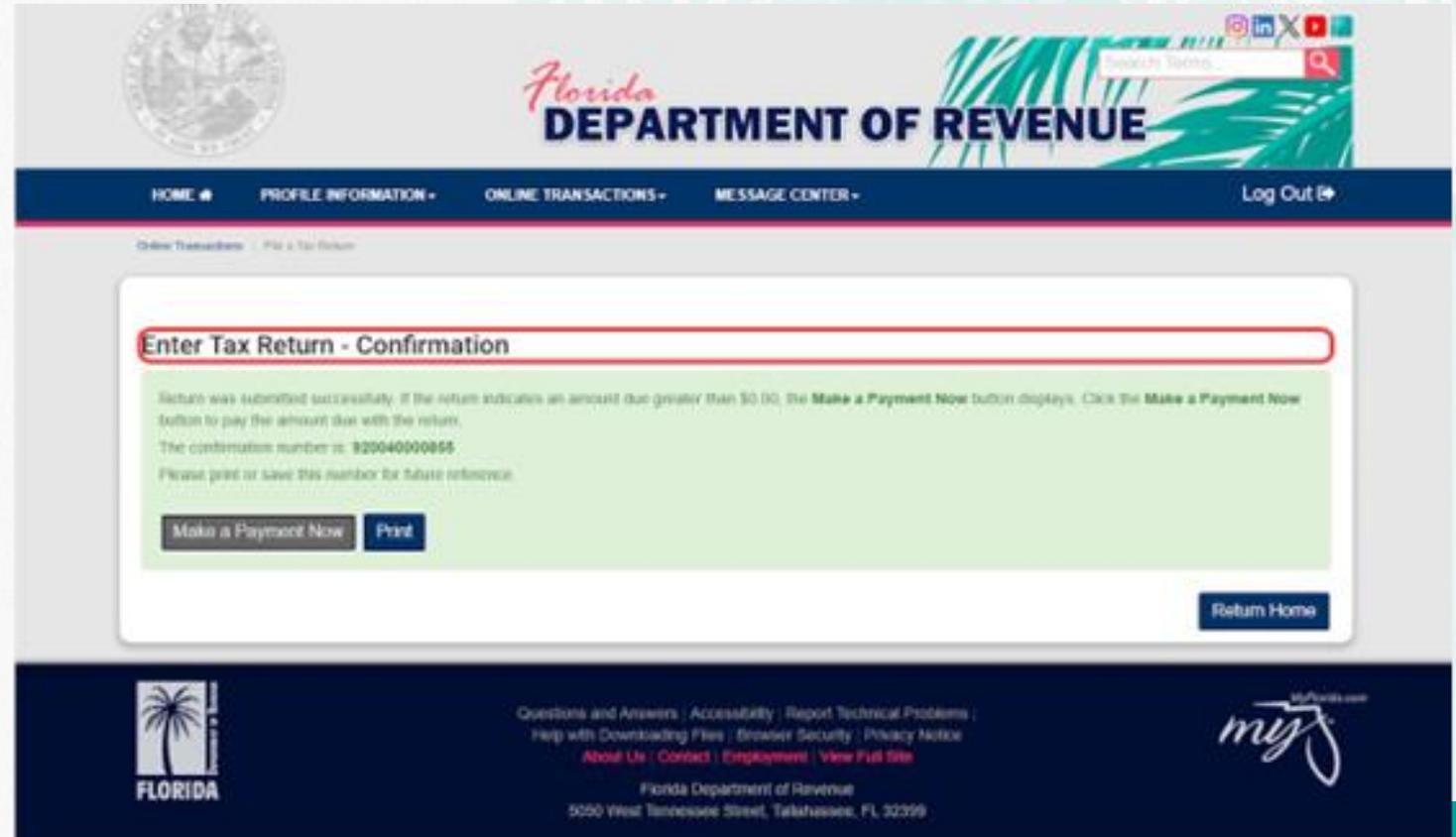
Enter your Signature information in all required fields (*).

Click Yes to acknowledge and authorize the tax return submission.

The screenshot shows the 'Enter Tax Return - Signature' page on the Florida Department of Revenue website. The page has a dark blue header with navigation links: HOME, PROFILE INFORMATION, ONLINE TRANSACTIONS, MESSAGE CENTER, and Log Out. Below the header, there's a sub-header 'Online Transactions' and 'File a Tax Return'. The main content area is titled 'Enter Tax Return - Signature' and contains a light blue box with the following text: 'I acknowledge that I am authorized to file a return for the taxpayer represented in the tax return now being submitted online. The Department of Revenue will reconcile the information submitted, along with any payments, and may assess additional tax, interest, penalty, and/or fees. The contact information displayed reflects your electronic filing or payment information on file with the Florida Department of Revenue. If your contact information needs updating, you can enter the updated information here. Any change you make will be effective for this transaction only. To make a permanent update to your contact information, visit [floridarevenue.com/taxservices/etmf/](https://www.floridarevenue.com/taxservices/etmf/) and select Update e-Enrollment. If you agree, Please select the Yes button. To cancel the submission and go back to the return, Select No'. Below this text are four input fields: 'First Name' (containing 'ONE'), 'Last Name' (containing 'FRIEND'), 'Middle Name' (empty), 'Phone Number' (containing '6600216549'), and 'Email' (containing 'YXG@FRIENDS.COM'). At the bottom of the form are two buttons: 'No' (red) and 'Yes' (red). The footer of the page includes the Florida Department of Revenue logo, a list of links (Questions and Answers, Accessibility, Report Technical Problems, Help with Downloading Files, Browser Security, Privacy Notice, About Us, Contact, Employment, View Full Site), and the 'myFLORIDA' logo.

File a Tax Return

The green Confirmation banner displays. You can Make a Payment Now, Print the return, or Return Home.



View a Submitted Tax Return

From the Home page, you can see the submitted Tax Return under the Transaction History section.

documents

Account Type	Account ID	Address	Last Activity Date	Current Balance	Last Period Filed
GROSS RECEIPTS TAX	CERTIFICATE NUMBER 47-805	114 S DUVAL ST, TALLAHASSEE, FL 32301-7712		\$0.00	

Showing 1 to 1 of 1 entries

Transaction History ?

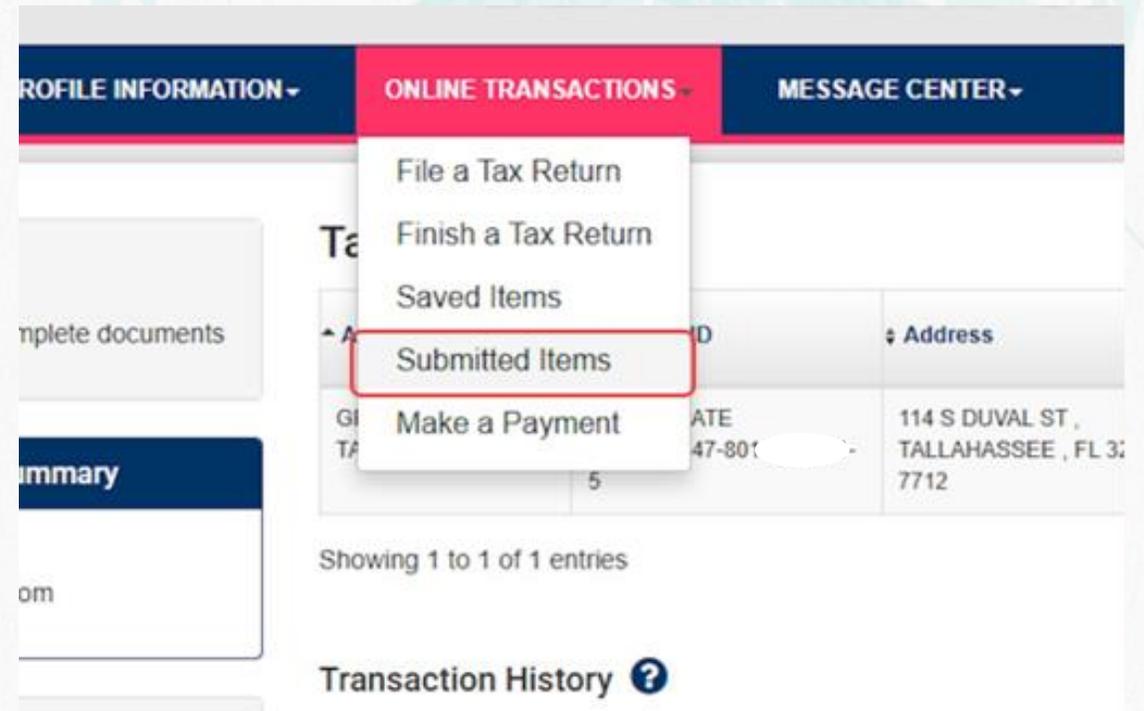
If you want to search the amount fields, include commas and decimals in the format. If searching by date, use the MM/DD/YY format. If searching a name with an apostrophe, include the apostrophe in the exact location. You can also enter just a few characters to begin the search.

Search:

Taxpayer Name	Identifier	Period End Date	Confirmation Number	Payment Amount	Date Submitted	Form Type	Status	Submitter Name	Action
TEST ACCOUNT 117	CERTIFICATE NUMBER 47-801T	01/31/2025	520040000855	\$0.00	03/19/2025 10:00:09	Gross Receipts Tax Return - ORIGINAL RETURN	In Process	ONE FRIEND	
TEST ACCOUNT 117	CERTIFICATE NUMBER 47-801T	02/28/2025	800040000035	\$2,225.00	02/13/2025 22:42:45	RETURN VOUCHER - GROSS RECEIPTS	Processed	ONE FRIEND	

View a Submitted Tax Return

You can also view a return by clicking Online Transactions from the main toolbar, then click Submitted Items from the drop-down choices.



The screenshot displays the Florida Department of Revenue's online portal interface. At the top, there are three main navigation tabs: 'PROFILE INFORMATION', 'ONLINE TRANSACTIONS', and 'MESSAGE CENTER'. The 'ONLINE TRANSACTIONS' tab is currently selected and highlighted in red. A dropdown menu is open from this tab, listing several options: 'File a Tax Return', 'Finish a Tax Return', 'Saved Items', 'Submitted Items', and 'Make a Payment'. The 'Submitted Items' option is highlighted with a red rectangular border. Below the dropdown menu, there is a table with columns for 'Address' and 'DATE'. The 'Submitted Items' option is highlighted with a red rectangular border. Below the table, there is a 'Transaction History' section with a question mark icon.

Address	DATE
114 S DUVAL ST, TALLAHASSEE, FL 32301- 7712	47-801

Showing 1 to 1 of 1 entries

Transaction History ?

View a Submitted Tax Return

The Transaction History will display. Transactions with a red trash can icon are available for cancelation.

Saved items are items that have not yet been submitted (i.e., filed a return that you did not submit, scheduled payments).

* indicates required field

Search Filter

Incomplete Documents

To trash a previously started document, click the Reference Number for the document in the list below.

There are no Incomplete Documents.

Transaction History

If you want to search the amount fields, include commas and decimals in the format. If searching by date, use the MMDDYY format. If searching a name with an apostrophe, include the apostrophe in the exact location. You can also enter just a few characters to begin the search.

Search

Taxpayer Name	Identifier	Period End Date	Confirmation Number	Payment Amount	Date Submitted	Form Type	Status	Submitter Name	Action
RSI TEST ACC COUNT 17	CERTIFICATE NUMBER: 471	01/31/2025	520040000055	\$0.00	03/18/25 10:50:39	Gross Receipts Tax Return - ORIGINAL RETURN	In Process	ONE FRIEND	
RSI TEST ACC COUNT 17	CERTIFICATE NUMBER: 471	02/08/2025	520040000035	\$2,225.00	02/13/25 22:42:45	RETURN VOUCHER - GROSS RECEIPTS TAX	Processed	ONE FRIEND	
RSI TEST ACC COUNT 17	CERTIFICATE NUMBER: 471	02/08/2025	520040000030	\$0.00	02/13/25 22:42:46	Gross Receipts Tax Return - ORIGINAL RETURN	In Process	ONE FRIEND	

Showing 1 to 3 of 3 entries

Find a Saved/Incomplete Return

The Home Page, Welcome box will show any incomplete documents. Click the number hyperlink to go to the Saved Items page.

Welcome, ONE
You have [1](#) incomplete documents

User Profile Summary

ONE FRIEND
fl_null@rsimail.com

Tax Accounts

Account Type	Account ID	Address
GROSS RECEIPTS TAX	CERTIFICATE NUMBER: 47-801C-1-5	114 S DUVAL ST, TALLAHASSEE, FL 37712

Showing 1 to 1 of 1 entries

Find a Saved/Incomplete Return

From the Incomplete Documents section, click the Reference Number hyperlink to continue completing the Tax Return.

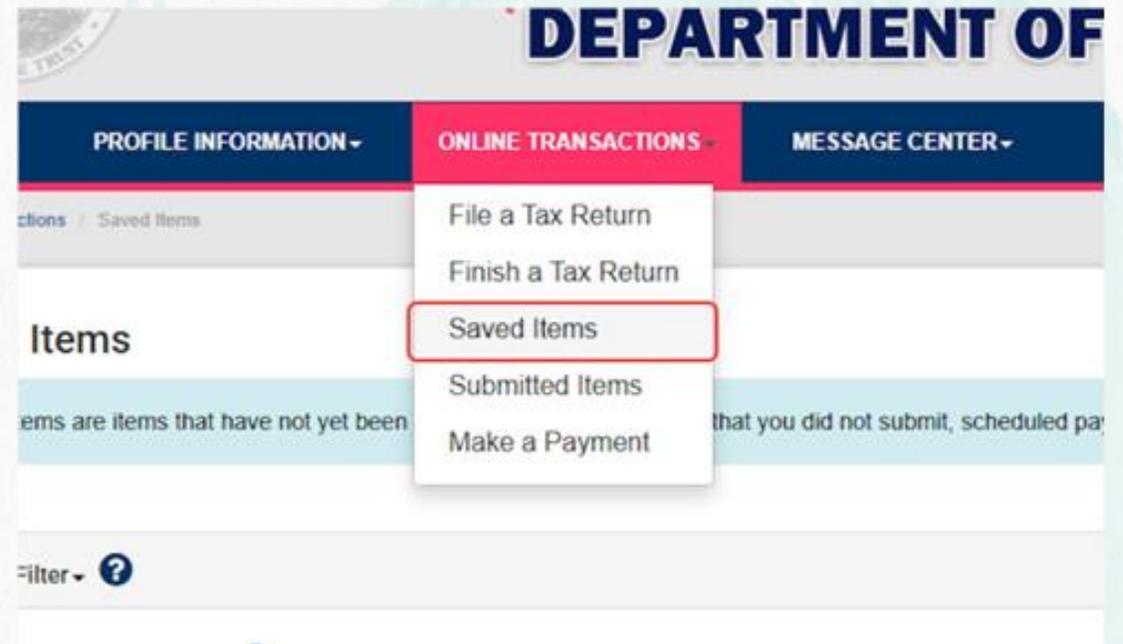
The screenshot shows the Florida Department of Revenue online portal. The navigation bar includes links for HOME, PROFILE INFORMATION, ONLINE TRANSACTIONS, MESSAGE CENTER, and Log Out. Below the navigation bar, there are tabs for Other Transactions and Saved Items. The main content area is titled 'Saved Items' and includes a search filter. The 'Incomplete Documents' section is highlighted with a red box and contains a table with the following data:

Form Type	Taxpayer Name	Identifier	Period End Date	Reference Number	Last Activity Date
Overseas Receipt Tax Return - Original Return	TEST ACCOUNT 17	CERTIFICATE NUMBER: 47-807	01/31/2025	0200400000856	03/19/2025

The 'Reference Number' field, containing the value '0200400000856', is highlighted with a red box. Below the table, there is a search bar and a search button.

Find a Saved/Incomplete Return

You can also view the incomplete Tax Return by clicking on Online Transactions from the main toolbar, then clicking on Saved Items from the drop-down choices.



Logout

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

