Clerk of Court Revenue Remittance System

December 2019
Introduction
This unit introduces you to the Florida Department of Revenue (FDOR) Enterprise Portal (ePortal) system and the required steps to access the Clerk of Court Revenue Remittance System (CCRRS).

Objectives
At the end of this unit, you will be able to:

- Login through the FDOR ePortal
- Explain how to access CCRRS
- Define navigation terms

Purpose of this User Guide?
These materials provide an overview of how to access the FDOR ePortal system.

What is the ePortal System?
The FDOR ePortal system is a framework for integrating information, people, and processes across organizational units. Specifically, it is a secure web based system that consolidates applications, information, and documents into a single point of access.

To access the FDOR ePortal, authorized users will enter through an internet web browser (i.e., Internet Explorer) and enter a specific address which will take them to the Welcome/Login page.

What is the Clerk of Court Revenue Remittance System?
Florida Clerks of Court and County Comptrollers collect documentary stamp tax, nonrecurring intangible personal property tax, and more than 151 different fines and fees that are distributed to various agencies. Florida law requires these funds be electronically remitted to the Florida Department of Revenue for distribution. Clerks and comptrollers transfer funds for all state agencies to the Department in a single electronic transaction through the Clerk of Court Revenue Remittance System.

System Recommendations
The following are the minimum system requirements necessary to access and navigate within the ePortal:

- Supported web browsers and versions are IE 6.0 and above
- Pop-up blockers should be turned off
- The most recent version of Adobe reader which can be downloaded
- Java scripts must be enabled
- Recommended monitor resolution for a 17" monitor is 1024 x 768 or higher to avoid having to scroll
Navigation Terminology
This system utilizes three different objects for navigation.

Sections
Sections across the top of the window allow you to move from one part of the system to another (Account Information, Remit Taxes and Fees, Returned Item Repayment, Remittance History, Help). You must click the save button to save new data before moving from one section to another.

| Remit Taxes and Fees | Account Information | Returned Item Repayment | Remittance History | Help (Clerk Of Court) |

Pages
Pages in the “Detailed Navigation” column on the left side of the window allow you to navigate among the major areas of a section. You must click the save button to save new data before moving from one page to another.

- Collection Period
- Taxes
- Court Related I
- Court Related II
- Court Related III
- File & Pay

Tabs
Tabs are where you will enter data (taxes, fines, fees, etc.). New data will save automatically when moving from one tab to another. In some sections (Account Information, Returned Item Repayment, Remittance History, and Help) tabs are not used.

| Nonrecurring Intangible Tax (Ch. 199) | Documentary Stamp Tax (Ch. 201) | Interest Earned (Ch. 219) | Administrative Fee |

Print Option
This allows you to display or print each page in the CCRRS application system. All submitted sessions will display with the following text “Remittance Confirmation”.

Switch Period Functionality
This allows you to open an additional session (either an existing session from the list or creating a new one) while having the current session open. The additional session will open in a new window. You’ll notice that you can re-open the current session; however, you will not be able to make changes since it is already open by you (the first session). Use caution as this can be very confusing.

Clear and Save Buttons
The Clear button clears all number entries on the current tab. The Save button saves the items entered on the current page or tab. Use this button if you must walk away while in the middle of a session.
How to Login
The following provides the required steps for authorized users to login to the ePortal system.

Enter the following URL in the Address bar: https://suntax.floridarevenue.com/ and press Enter on your keyboard.

Or, click on the quick link on the FDOR Clerk of Court Revenue Remittance System web page.
Login Page

Enter your Business Partner number and password. If you cannot remember your password, contact the FDOR Revenue Accounting for password reset assistance by phone 850-617-8586, fax 850-921-1171, or email revenueaccounting@floridarevenue.com.
Section: Account Information
Page: Address Information

This information will be view-only. Contact the DOR Clerk of Court Helpdesk to make changes.

Page: Maintain Bank Data

You will be able to enter and store up to two bank accounts for selection during the remittance process. You can also edit bank data.
Section: Remit Taxes and Fees

Page: Collection Period

You will be able to store unfinished remittance sessions and come back to them. On this screen the user can either begin a new session for a collection period, or resume one that has already been started but not yet submitted. Only one user at a time is permitted in a session. A session description can be entered to distinguish one from another.

1. The \( \text{button} \) calculates or recalculates the amounts entered.
### Tab: Crimes and Criminal Procedure

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Tab: Additional Court Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Page: File & Pay

Once your bank account information has been added and saved, you'll only need to select the account from which the funds are to be debited. You can also add another account to be used for a single submission. The added account information will not be saved for future use. You must go back to the bank data tab and save it there.

Section: Returned Item Repayment

- Once you have submitted filings using the ePortal, they will be stored for review in the Remittance History area. They will also be listed here (every remittance will be listed here until the detail is posted, and the payment is fully processed between financial institutions; do not assume that because a remittance is listed here it represents a failed payment). To replace a failed payment, select the line item that failed, then click “Select” to proceed to the payment screen.

- The failed item and its detail have been selected and now the user will select the bank account from which to make the replacement payment. Submit payment. No guessing about dollar amount and no need to re-enter line items.
Section: History

Enter a date range to view past submissions. Click “Submit.”

This is a listing of all submissions through the new remittance system.

Click to view a PDF Remittance Confirmation for the selected session.

How to Perform File Upload

After creating a session, you will automatically be directed to the Taxes tab.
The Pop up Window to upload COC file will appear.

After selecting the file to be uploaded, click Upload.

Once the file upload is complete, the following message will be displayed.

Data upload for the Session Number 13021400538 is Successful. Please Verify the appropriate tab entries.

Verify the data populated on the pages and tabs. After data has been verified, continue to File & Pay.

This completed the steps required to perform a file upload.