



# Print a Sales and Use Tax Annual Resale Certificate in Five Easy Steps



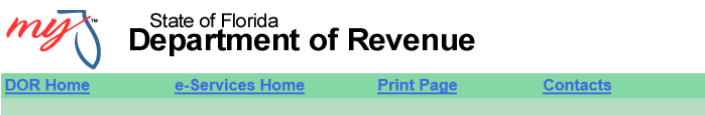
1

From the Department of Revenue's homepage, [Floridarevenue.com](http://Floridarevenue.com), select **Print Annual Resale Certificates**.



2

Select **Print Sales and Use Tax Annual Resale Certificate**.



3

Log in using your user ID and password.

If you do not have a user ID and password, you can log in using your certificate number and business partner number.

Welcome to the Florida Sales and Use Tax, Prepaid Wireless E911 Fee, and Solid Waste Tax, Fees and Surcharge Website

Please **STOP!** Verify that you do not have multiple windows or tabs open. This may cause incorrect or multiple submissions.

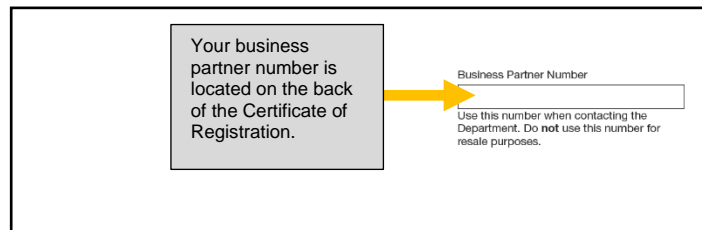
Enter your User ID and Password  
User ID:  e.g. AF1234567890  
Password:  e.g. 123456789

OR  
Enter your Certificate Number and Business Partner Number  
Certificate Number:  e.g. 1234567890123  
Business Partner Number:  e.g. 1234567890

This website is optimized for use on a PC using Microsoft Internet Explorer. If you are using any other web browsers, this site may not appear or function as designed. We do not officially support the Macintosh platform.



Your certificate number is located on the front of the Certificate of Registration.



Your business partner number is located on the back of the Certificate of Registration.

Business Partner Number  
Use this number when contacting the Department. Do not use this number for resale purposes.



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State of Florida  
Department of Revenue

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Test Account									
2018 Payment or Return-with-Payment submission deadlines									
Reporting Period	Monthly	Quarterly	Semi Annual	Annual	Reporting Period	Monthly	Quarterly	Semi Annual	Annual
DEC 2017	JAN 19, 2018	JAN 19, 2018	JAN 19, 2018	JAN 19, 2018	JUL 2018	AUG 17, 2018			
JAN 2018	FEB 16, 2018				AUG 2018	SEPT 19, 2018			
FEB 2018	MAR 19, 2018				SEPT 2018	OCT 19, 2018	OCT 19, 2018		
MAR 2018	APR 19, 2018	APR 19, 2018			OCT 2018	NOV 19, 2018			
APR 2018	MAY 18, 2018				NOV 2018	DEC 19, 2018			
MAY 2018	JUN 19, 2018				DEC 2018	JAN 18, 2019	JAN 18, 2019	JAN 18, 2019	JAN 18, 2019
JUN 2018	JUL 19, 2018	JUL 19, 2018	JUL 19, 2018						

Note: All Transactions must be Submitted AND Confirmed prior to 5:00 PM ET on the date indicated above.

4

On the Bulletin Board page (not shown), select **Next**.

On the next page (copy shown), select **Sales and Use Tax**.

## File and Pay Access Menu

### Select Tax Website

- [Sales and Use Tax](#)
- [Solid Waste Tax and Fees](#)
- [Prepaid Wireless E911 Fee](#)



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Sales Tax - [Click for Help](#)

5

Select **Print Resale Certificate(s)** under Other Options.

### Choose Activity

#### File and Pay

- [DR-15 \(Sales and Use Return\)](#)
- [Amended DR-15 \(Sales and Use Return\)](#)

#### Payment Only

(Choice does NOT include a tax return)

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

#### Other Options

- [Print Resale Certificate\(s\)](#)
- [Reprint Confirmation Page\(s\)](#)
- [Cancel Submission\(s\)](#)