The enclosed sales and use tax return (DR-15SA) is due on January 1, 1999, and late if postmarked after January 20, 1999. Your collection period is printed on the return. Also enclosed is a return reply envelope for your convenience.

**Telefiling**

If you do not have any sales and use tax to report on your DR-15SSA return, you can file your return using the Department's TeleFile system. Information on TeleFiling is enclosed.

**Change of Address or Business Name**

If your address or the status of your business has changed or changes in the future, please complete the enclosed Change of Address or Business Name form and return it to the Department. If you have questions or need assistance, please contact your local service center at the telephone number listed on the back or call Tax Information Services at the numbers listed below.

**Worksheet for 1999 and Discretionary Sales Surtax Rates**

A worksheet and instructions to record your tax information throughout 1999 are enclosed for your use. Also enclosed is Discretionary Sales Surtax information and rates.

**FOR MORE INFORMATION**

This document is intended to alert you to the requirements contained in Florida laws and administrative rules. It does not by its own effect create rights or require compliance.
For more information call Tax Information Services, Monday - Friday, 8:00 a.m. to 5:00 p.m., ET, at 850-488-6800.

Hearing or speech impaired persons should call our TDD at 1-800-367-8331 or 850-922-1115.

For a detailed written response to your questions, write the Florida Department of Revenue, PO Box 7443, Tallahassee, FL 32314-7443.

Also, visit our Web site at http://sun6.dms.state.fl.us/dor/ for forms and other information.

Get tax forms quickly by FAX ON DEMAND. Call 850-922-3676, twenty-four hours a day, seven days a week using your fax machine handset and follow the instructions.

References
s. 212.12, F.S.
Rule 12A-1.056, F.A.C.