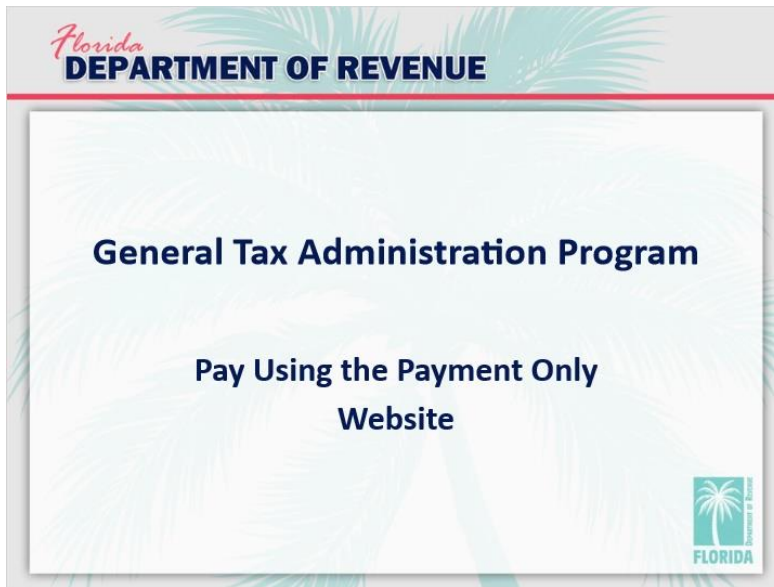


# Pay Using the Payment Only Website

## 1. Introduction

### 1.1 General Tax Administration Program



#### Notes:

Welcome to the Pay Using the Payment Only Website Only Website tutorial. In this tutorial, we will demonstrate how to make a tax/fee/remittance payment only using the Florida Department of Revenue's website.

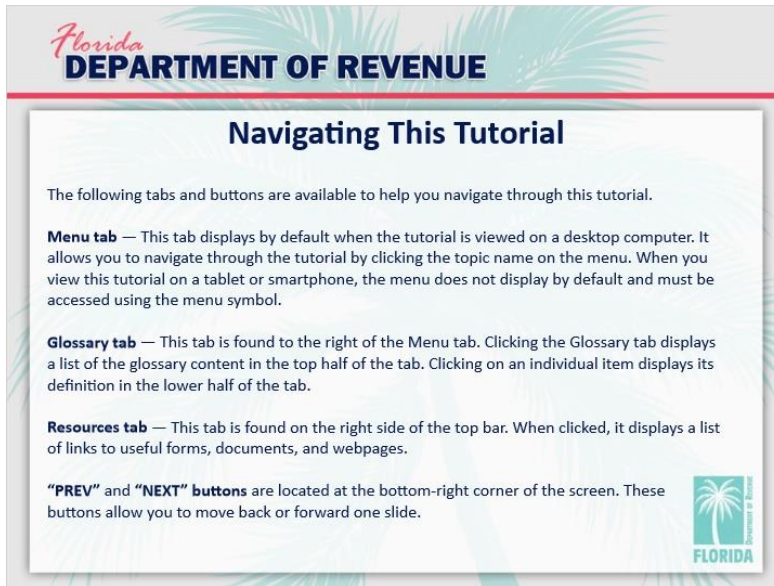
There is an audio track that accompanies this tutorial.

To adjust the volume or mute the audio, click the **Audio Button** on the bottom right corner of your screen.

To view the audio transcript, click the **Transcript** tab on the left side of your screen.

You will also find a **Resources** tab on the upper-right side of your screen next to the exit button.

## 1.2 Navigating This Tutorial



### Notes:

The following tabs and buttons are available to help you navigate through this tutorial.

#### Menu tab

This tab displays by default when the tutorial is viewed on a desktop computer. It allows you to navigate through the tutorial by clicking the topic name on the menu. When you view this tutorial on a tablet or smartphone, the menu does not display by default and must be accessed using the menu symbol.

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#### Glossary tab

This tab is found to the right of the Menu tab. Clicking the Glossary tab displays a list of the glossary content in the top half of the tab. Clicking on an individual item displays its definition in the lower half of the tab.

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#### Resources tab

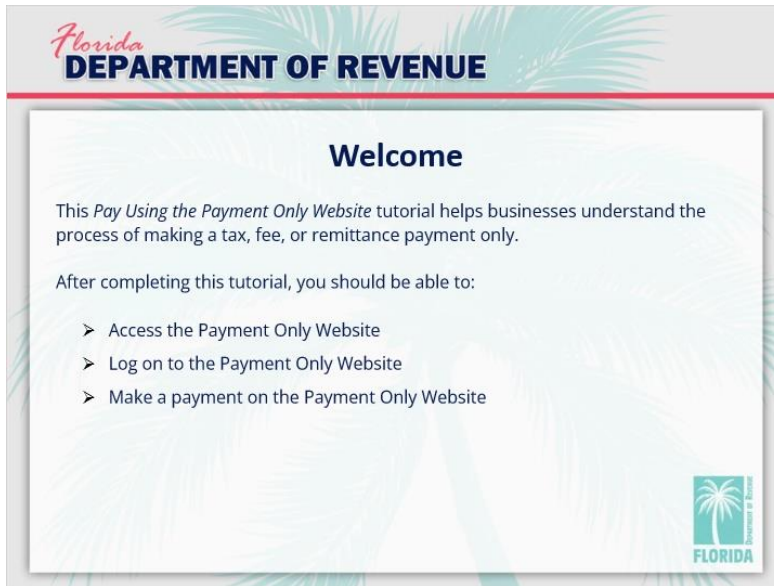
This tab is found on the right side of the top bar. When clicked, it displays a list of links to useful forms, documents, and webpages.

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#### "PREV" and "NEXT" buttons

The Previous and Next buttons are located at the bottom-right corner of the screen and allow you to move back or forward one slide.

## 1.3 Welcome



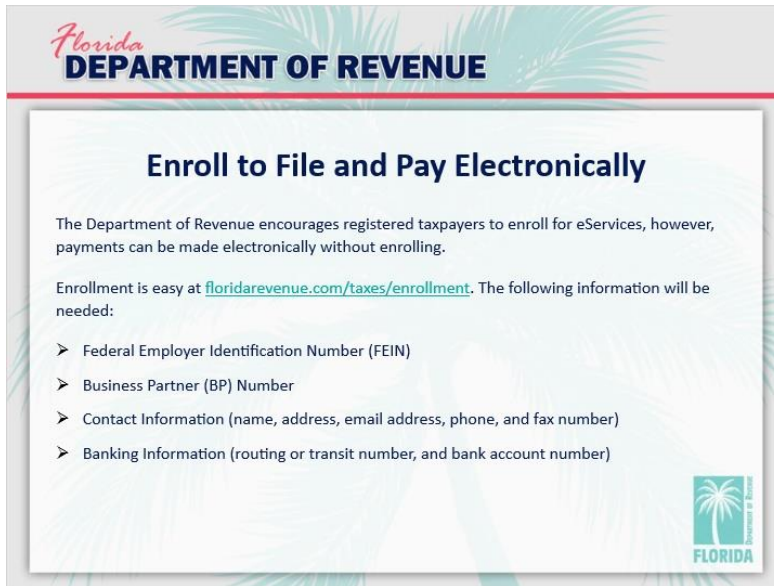
### Notes:

This tutorial has been designed to help taxpayers understand the process of making a tax, fee, or remittance payment only.

After completing this tutorial, you should be able to:

- Access the Payment Only Website
- Log on to the Payment Only Website
- Make a payment on the Payment Only Website

## 1.4 Enroll to File and Pay Electronically




### Notes:

The Department of Revenue encourages registered taxpayers to enroll for eServices; however, payments can be made electronically without enrolling.

Taxpayers can take advantage of easy enrollment at [floridarevenue.com/taxes/enrollment](http://floridarevenue.com/taxes/enrollment).

Be sure to have the required information available for easy access: Federal Employer Identification number (FEIN), Business Partner (BP) Number, Contact Information, and Banking Information.


## 1.5 Pay Electronically Without Enrolling



### Pay Electronically Without Enrolling

To pay electronically without enrolling, two of the following identifiers will need to be used each time the system is accessed:

- Certificate Number
- Business Partner Number (BP)
- Federal Employer Identification Number (FEIN)
- Reemployment Tax Account Number (if payment is for reemployment tax)
- Contract Object Number



### Notes:

To pay electronically without enrolling, two identifiers will need to be used each time the system is accessed: Certificate Number, BP Number, FEIN, Reemployment Tax Account Number (if payment is for reemployment tax), or Contract Object Number.

## 2. Payment Only Website

### 2.1 Internet Homepage



#### Notes:

Let's go through the steps of locating the Payment Only website. To begin, we'll go to the Florida Department of Revenue's homepage at **floridarevenue.com**.

## 2.2 Internet Homepage - File and Pay



### Notes:

You will see a blue box labeled File and Pay, in the middle of the screen under the green eServices banner. Selecting File and Pay will take you to the File and Pay Taxes, Fees, and Remittances webpage.

## 2.3 Payment Only Website





## Notes:

From there, you will see the Pay a Bill or Make a Payment heading in red on the right side of the screen.

Click Tax/Fee/Remittance Payment Only.

## 2.4 Login Options - Enrolled

## Notes:

This is the login screen.

You may wish to bookmark this webpage so you can access it directly.

There are two options for logging in.

The first option requires you to enter your User ID and Password, which you received when you enrolled to pay taxes online. After entering this information and clicking the Login button, you will be taken to the Bulletin Board.



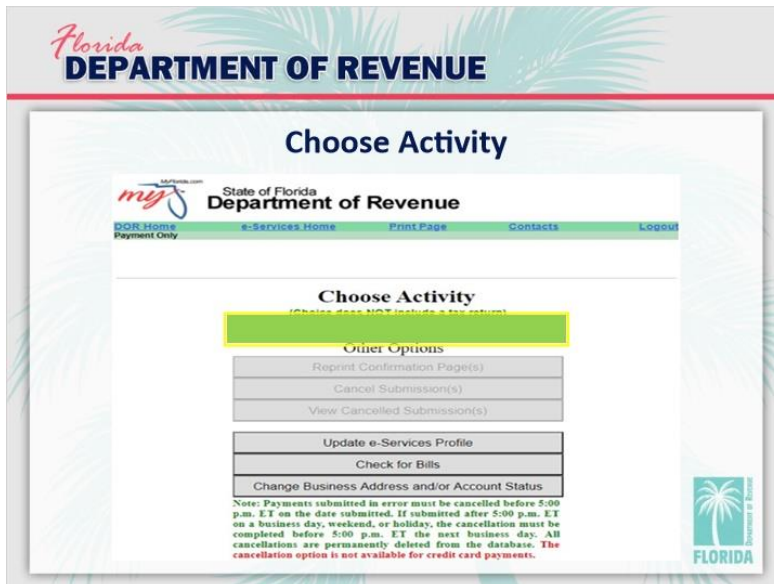
## 2.5 Bulletin Board



### Notes:

This is the Bulletin Board. This screen confirms your account information. To make a payment, click **Next**.

## 2.6 Choose Activity



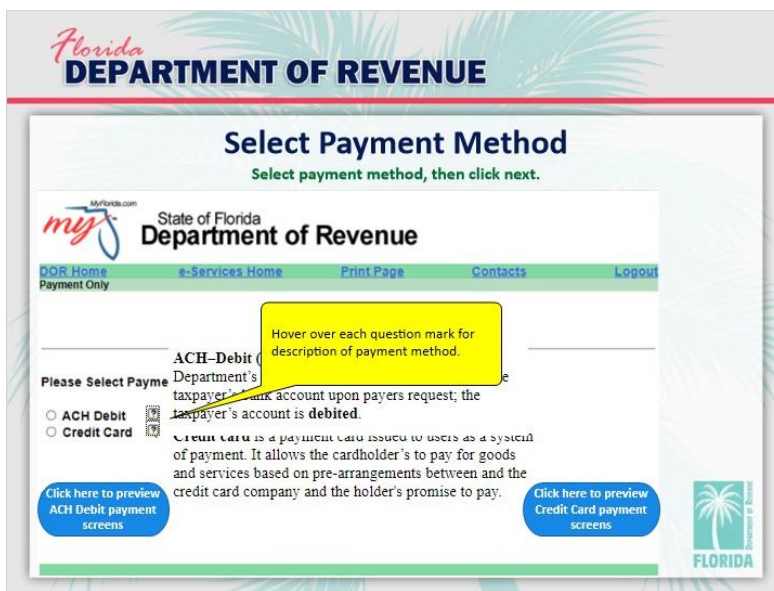
### Notes:

Click the first choice under Choose Activity – **Make a Payment**.

Choices do not include a tax return since this site is dedicated to payment only options.

Please note that payments submitted in error must be canceled before 5:00 p.m. ET on the date of submission. If submitted after 5:00 p.m. ET, the cancellation must be completed before 5:00 p.m. ET on the next business day. All cancellations are permanently deleted from the database. The cancellation option is not available for credit card payments.

## 2.7 Select Payment Method



### Notes:

On this page, you will select a payment method by choosing between the ACH Debit (e-Check) or a Credit Card payment. These payment types include Tax or Fee Payment, Bill Payment, Audit Assessment, Additional Payment-Amended Return, and Returned Item Repayment.

Hover over each question mark for a description of payment methods.

## 2.8 Login Options - Not Enrolled

Florida  
**DEPARTMENT OF REVENUE**

### Payment Only Login

myFLORIDA.com  
State of Florida  
**Department of Revenue**

[DOR Home](#) [e-Services Home](#) [Print Page](#) [Contacts](#)

Payment Only

Welcome to the Payment Only Website

If not enrolled for eServices,  
click here to login using  
alternate methods.

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

Please Enter your UserID and Password

User ID:  e.g. 000000123456 or X00000012345

Password:  e.g. 00123456

Access using Business Partner (BP), Contract Object (CO), Certificate, FEIN or Reemployment numbers.  
This login option is not available to submit payments for the Division of Alcoholic Beverages & Tobacco, the Division of Pari-Mutuel Wagering, the Division of State Group Insurance, or the Florida Retirement System.

FLORIDA

### Notes:

The second option, if you are not already enrolled in eServices, requires you to select the **Click here** hyperlink below the Login button.

## 2.9 Tax Type Selection

The screenshot shows the 'Tax Type Selection Screen' from the Florida Department of Revenue. The header includes the Florida Department of Revenue logo and the text 'Select the tax type being paid.' Below the header, there is a navigation bar with links for 'myfloridarevenue.com', 'State of Florida Department of Revenue', 'Payment Only', 'Services Home', 'Print Page', and 'Contact Us'. The main heading is 'Tax Type Selection'. Below this, it says 'Please select one of the following tax types:'. There are two columns of checkboxes under the heading 'General Taxes'. The first column includes 'Sales and Use Tax' (which is checked), 'Corporate Income Tax', 'Proportional Wireless E911 Fee', 'Severance Tax - Gas and Sulfur', 'Severance Tax - Solid Minerals', 'Insurance Premium Tax', 'Documentary Stamp Tax', 'Gross Receipts Tax (Utilities)', 'Pollutants Tax', 'Solid Waste and Surcharge Fees', 'Severance Tax - Oil Production', and 'Miami Dade Lake Bell Fees'. The second column includes 'Communications Services Tax', 'Misemployment Tax', 'Fuel Tax - Air Carrier', 'Fuel Tax - Terminal Supplier', 'Fuel Tax - Wholesaler/Importer', 'Fuel Tax - Mass Transit', 'Fuel Tax - Local Government', 'Fuel Tax - Blender/Retailer of Alternative Fuels', 'Fuel Tax - Terminal Operator', 'Fuel Tax - Petroleum Carrier', and 'Fuel Tax - Exporter'. At the bottom, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted in green.

### Notes:

Doing so will take you to the Tax Type Selection Screen. Here, you can select the tax type you are paying for. In this example, we have chosen Sales and Use Tax. Once you have made your selection, click **Next**.

On the Payment Only Login screen, you will be asked to enter two of the following: your BP Number, Contract Object Number, Certificate Number, FEIN, or Reemployment Tax Account Number. For Sales and Use Tax, you would need to enter your Certificate Number and BP Number. Once you have entered this information, you would click **Next**. This will take you to the Bulletin Board.

## Login Without Enrolling (Slide Layer)

Florida  
**DEPARTMENT OF REVENUE**

**Payment Only Login**

myFLORIDA.com  
State of Florida  
**Department of Revenue**

[DOR Home](#) [e-Services Home](#) [Print Page](#) [Contacts](#)

Payment Only

Department of Revenue Administered Taxes and Fees

General Taxes: Sales and Use Tax

Please enter Certificate Number and Business Partner Number

Certificate Number:

Business Partner Number:

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## 3. ACH Debit Payment

### 3.1 ACH Debit Payment Screen

Florida  
**DEPARTMENT OF REVENUE**

**ACH Debit Payment Screen**

Remittance or Tax Type:

Remittance Period End Date:

Payment Type:

Select period end date for payment to be applied.

Select payment type:  
> Tax or Fee Payment  
> Bill Payment  
> Audit Assessment  
> Additional Payment - Amended Return  
> Returned Item Repayment

FLORIDA

#### Notes:

An ACH Debit (e-Check) is when the Department's bank withdraws payment from your bank account. Your bank is debited. These payment types include Tax or Fee Payment, Bill Payment, Audit Assessment, Additional Payment-

Amended Return, and Returned Item Repayment. Select the period end date for the payment to be applied.

### 3.2 ACH Debit Payment Screen

The screenshot shows the 'ACH Debit Payment Screen' from the Florida Department of Revenue. The form includes fields for 'Debit Date' (Nov 18, 2020), 'Enter Amount for Check' (\$ 50.00), and 'Complete the following information' section with fields for Bank Routing Number (123456789), Bank Account Number (123412341234), Retype Bank Account Number (123412341234), Bank Account Type (Checking), Corporate/Personal (Corporate), and Name on Bank Account (Taxpayer Corp). A callout points to the 'Debit Date' and 'Enter Amount for Check' fields, stating 'Enter debit date and payment amount.' Another callout points to the 'Bank Account Number' and 'Retype Bank Account Number' fields, stating 'Enter bank account information.' A third callout points to the 'Signature' field, stating 'Enter contact information. Then click next.' The form also includes a 'Back to Menu' button and a 'Next' button. A disclaimer at the bottom states: 'Due to federal security requirements, we can not process international ACH transactions. If any portion of the in the payment you may be making today came from a financial institution located outside of the US or its territory, please do not proceed and contact the Florida Department of Revenue at 850-488-8888 to make other payment arrangements. By continuing, you are confirming that this payment is not an international transaction. If you are unsure, please contact your financial institution.' Below the disclaimer is a line for 'I hereby authorize the Department of Revenue to process this ACH transaction and to debit the bank account above. I understand there may be service charges assessed on any transactions not honored by my bank.' The Florida Department of Revenue logo is in the top left, and the Florida state logo is in the bottom right.

#### Notes:

Enter debit date, payment amount, bank account information and contact information. Then click **Next**.

Note: Due to federal security requirements, the Department cannot process International ACH transactions.



### 3.3 ACH Debit Payment Review Screen

**Florida**  
**DEPARTMENT OF REVENUE**

## ACH Debit Payment Screen

Review information before submitting!

Remittance Period End Date	Payment Type	Tax Type
1/31/2020	Bill Payment	Sales and Use Tax

Debit Date: 11/19/2020  
Enter Amount for Check: \$50.00  
Bank Routing Number: 063100688  
Bank Account Number: 123456  
Bank Account Type: Checking  
Corporate/Personal: Corporate  
Name on Bank Acct: TAXPAYER CORP

I hereby authorize the Department of Revenue to process this ACH transaction and to debit the bank account identified above. I understand there may be service charges assessed on any transactions not honored by my bank.

Due to federal security requirements, we can not process international ACH transactions. If any portion of the money used in the payment you may be making today came from a financial institution located outside of the US or its territories for the purpose of funding this payment, please do not proceed and contact the Florida Department of Revenue at 850-488-6800 to make other payment arrangements. By continuing, you are confirming that this payment is not an international ACH transaction. If you are unsure, please contact your financial institution.

Signature: JOHN TAXPAYER  
Phone Number: 8509991234  
Email Address: TAXPAYERCORP@AOL.COM

Back to Payment Submit

Review payment information. Then click Submit.

#### Notes:

Please review payment information. Then, click **Submit**.

### 3.4 ACH Debit Payment Confirmation Screen

**Florida**  
**DEPARTMENT OF REVENUE**

## ACH Debit Payment Screen

Confirmation Number: 203230039895

Remittance Period End Date	Payment Type	Tax Type
1/31/2020	Bill Payment	Sales and Use Tax

Confirmation Date and Time 11/18/2020 11:20:41 AM ET

Debit Date: 11/19/2020  
Enter Amount for Check: \$50.00  
Bank Routing Number: 063100688  
Bank Account Number: 123456  
Bank Account Type: Checking  
Corporate/Personal: Corporate  
Name on Bank Acct: TAXPAYER CORP

I hereby authorize the Department of Revenue to process this ACH transaction and to debit the bank account identified above. I understand there may be service charges assessed on any transactions not honored by my bank.

Due to federal security requirements, we can not process international ACH transactions. If any portion of the money used in the payment you may be making today came from a financial institution located outside of the US or its territories for the purpose of funding this payment, please do not proceed and contact the Florida Department of Revenue at 850-488-6800 to make other payment arrangements. By continuing, you are confirming that this payment is not an international ACH transaction. If you are unsure, please contact your financial institution.

Signature: JOHN TAXPAYER  
Phone Number: 8509991234  
Email Address: TAXPAYERCORP@AOL.COM

Back to Menu Print Confirmation Save as PDF

Verify a confirmation number has been received before continuing.

Click to Print Confirmation or Save as PDF.

Click here to return to payment selection screen

#### Notes:



It is important to verify that a confirmation number has been received after making a payment. At the bottom of the screen, you have the option to **Print Confirmation** and/or **Save as PDF**. You can also click **Back to Menu** for additional activity on the same account.

## 4. Credit Card Payment

### 4.1 Credit Card Payment Screen

The screenshot shows the 'Credit Card Payment Screen' from the Florida Department of Revenue. The page includes a header with the Florida Department of Revenue logo and a navigation bar with links like 'Home', 'Print Page', and 'Contacts'. The main form area contains the following fields and callouts:

- Remittance or Tax Type:** A dropdown menu with 'Sales and Use Tax' selected. A callout bubble points to this field with the text: 'Select period end date for payment to be applied.'
- Remittance Period End Date:** A date selector showing '01 / 31 / 2020'.
- Payment Type:** A dropdown menu with 'Bill Payment' selected. A callout bubble points to this field with the text: 'Select payment type: > Tax or Fee Payment > Bill Payment > Audit Assessment > Additional Payment – Amended Return > Returned Item Repayment.'
- Payment Amount:** A field showing '\$ 74 . 46'.
- Convenience Fee:** A field showing '\$ 1 . 00'.
- Total Amount To be Paid:** A field showing '\$ 76 . 32'. A callout bubble points to this field with the text: 'Enter payment amount. The Convenience Fee and Total Amount To be Paid will be automatically calculated. Then click Next.'

At the bottom of the form, there is a 'Note regarding the credit card:' section with two bullet points: '- A minimum convenience fee of \$1.00 will be charged.' and '- The department cannot reduce the tax revenue in order to absorb the credit card convenience fees.' Below the note are 'Back' and 'Next' buttons. The Florida Department of Revenue logo is in the bottom right corner.

#### Notes:

Enter the period end date, the payment type (Tax or Fee Payment, Bill Payment, Audit Assessment, Additional Payment-Amended Return, or Returned Item Repayment), and the payment amount. The Convenience Fee and Total Amount to be Paid will automatically be calculated. Then click **Next**.

## 4.2 Credit Card Payment Screen

**Florida**  
**DEPARTMENT OF REVENUE**

### Credit Card Payment Screen

Remittance Period End Date	Payment Type	Tax Type
1/31/2020	Bill Payment	Sales and Use Tax

Payment Amount: \$ 74.46  
Convenience Fee: \$ 1.86  
Total Amount To be Paid: \$ 76.32

**Note regarding the credit card:**  
- A minimum convenience fee of \$1.00 will be charged.  
- The department cannot reduce the tax revenue in order to absorb the credit card convenience fees.  
- It may take up to 72 hours for credit card payment to be credited to your tax account.  
- By Clicking 'Next', you will be redirected to our Florida Credit Card Tax Payment System to continue your transaction.

[Back to Payment](#) [Next](#)

**FLORIDA**

### Notes:

On this page, you will be given another opportunity to review the payment details.

If you are satisfied with the information displayed, click **Next**.

## 4.3 Credit Card Payment Screen

**Florida**  
**DEPARTMENT OF REVENUE**

### Credit Card Payment Screen

1. Payment Type 2. Customer Info 3. Payment 4. Submit Payment

**Transaction Detail**

SKU	Description	Unit Price	Quantity	Amount
22224001180	Sales and Use Tax	\$74.46	1	\$74.46
22224001180	Convenience Fee	\$1.86	1	\$1.86
Total				\$76.32

**Transaction Summary**

Sales and Use Tax	\$74.46
Convenience Fee	\$1.86
<b>TOTAL</b>	<b>\$76.32</b>

**Need Help?**  
Please complete the Customer Information Section.

**FLORIDA**

## Notes:

This page will allow you to schedule your payment. Enter your payment method in the fields required. Please note that the total payment amount includes the credit card convenience fee.

### 4.4 Credit Card Payment Screen

**Florida**  
**DEPARTMENT OF REVENUE**

### Credit Card Payment Screen

**Payment**

Payment Type: Credit/Debit Card

**Customer Information**

Country: United States

First Name:  Last Name:

Address:

Address 2:

City:  State: Select State

ZIP/Postal Code:

Phone Number:

Email:

**Payment Information**

**Transaction Summary**

Item	Amount
Sales and Use Tax	\$14.80
Convenience Fee	\$1.00
<b>TOTAL</b>	<b>\$76.22</b>

**Need Help?**  
Please complete the Customer Information Section.

Enter required fields \* Enter the name and billing address on record with the card issuer. Then click Next.

**FLORIDA**  
Department of Revenue

## Notes:

Before submitting a payment, you will need to enter a contact name, email address and daytime phone number. Your account will not be charged until the payment is confirmed on the next page.

After reviewing the information for accuracy, select **Next (Continue)** to proceed.

## 4.5 Credit Card Payment Screen

**Florida DEPARTMENT OF REVENUE**

### Credit Card Payment Screen

**Payment**

Payment Type: Credit/Debit Card ✓

**Customer Information**

Address: John Tangayen, 1100 N Williamson Blvd, Suite 150, Daytona Beach, FL 32114  
Country: United States  
Phone Number: 8009991111  
Email Address: tangayen@tdr.com

**Payment Information**

Credit Card Number:   
Expiration Month:  /   
Expiration Year:   
Security Code:   
Name on Credit Card:

☐ Payment Address is the same as Customer Information

**Transaction Summary**

Sales and Use Tax	\$74.46
Convenience Fee	\$1.86
<b>TOTAL</b>	<b>\$76.32</b>

**Need Help?**  
You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card information.

**Enter credit card details. Then click Next.**

**Next**

### Notes:

Here, you will enter the credit card details for the card you will use to make the required payment. Once you have reviewed your information for accuracy, click **Next (Save Changes)**.

## 4.6 Credit Card Payment Screen

**Florida DEPARTMENT OF REVENUE**

### Credit Card Payment Screen

**Payment**

Payment Type: Credit/Debit Card ✓

**Customer Information**

Address: John Tangayen, 1100 N Williamson Blvd, Suite 150, Daytona Beach, FL 32114  
Country: United States  
Phone Number: 8009991111  
Email Address: tangayen@tdr.com

**Payment Information**

Credit Card: Visa \*\*\*\*2143 Exp. 01/2024  
Name on Credit Card: John Tangayen

**Transaction Summary**

Sales and Use Tax	\$74.46
Convenience Fee	\$1.86
<b>TOTAL</b>	<b>\$76.32</b>

**Need Help?**  
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

**If corrections are needed, click Edit. Once all information is correct, click Submit Payment.**

**Submit Payment**

## Notes:

This page will allow you to edit or change the payment method if necessary. Once you click **Submit Payment (confirm)**, the payment will be made. This will take you to the confirmation page.

### 4.7 Credit Card Payment Confirmation Screen

**Florida DEPARTMENT OF REVENUE**

### Credit Card Payment Screen

**Confirmation Number: 222240001181**

Remittance Period End Date	Payment Type	Tax Type:
1/31/2020	Bill Payment	Sales and Use Tax

Confirmation Date and Time: 08/12/2022 11:57:15 AM ET

Payment Amount:	\$ 74.46
Convenience Fee:	\$ 1.86
Total Amount To be Paid:	\$ 76.32

Note: The amount paid and convenience fee will be charged to your account listed on your statement separately. It may take up to 72 hours for this payment to be credited to your tax account.

[Back to Menu](#) [Print Confirmation](#) [Save as PDF](#)

[Click here to return to payment selection screen](#)

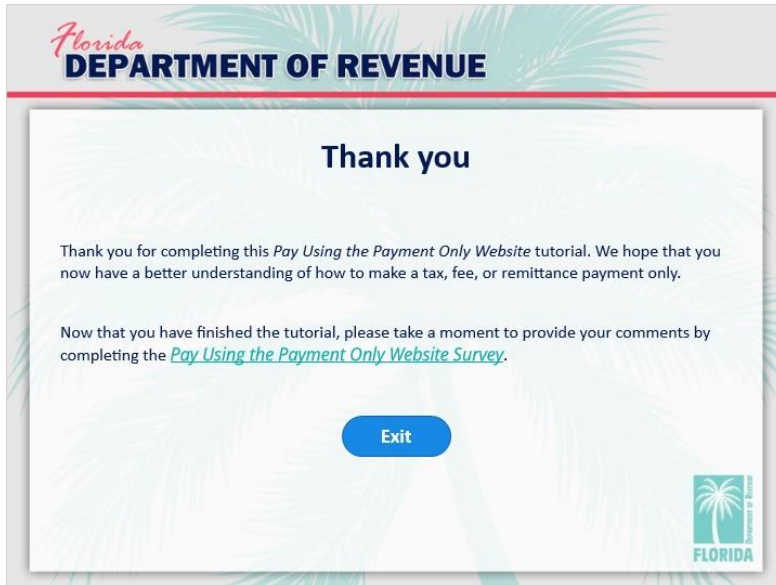
**FLORIDA**

## Notes:

It is important to verify that a confirmation number has been received after making a payment. At the bottom of the screen, you have the option to **Print Confirmation** and/or **Save as PDF**. You can also click **Back to Menu** for additional activity on the same account.

## 5. Conclusion

### 5.1 Thank You



#### Notes:

Remember, if you still need to file a return in addition to making a payment, visit the File and Pay webpage by clicking on the **File and Pay** link in the **Resources** tab above. You can bookmark this page for later use.

This concludes the Pay Using the Payment Only Website tutorial.

Please take the time to fill out a short survey pertaining to this tutorial. Your feedback is very important to us!