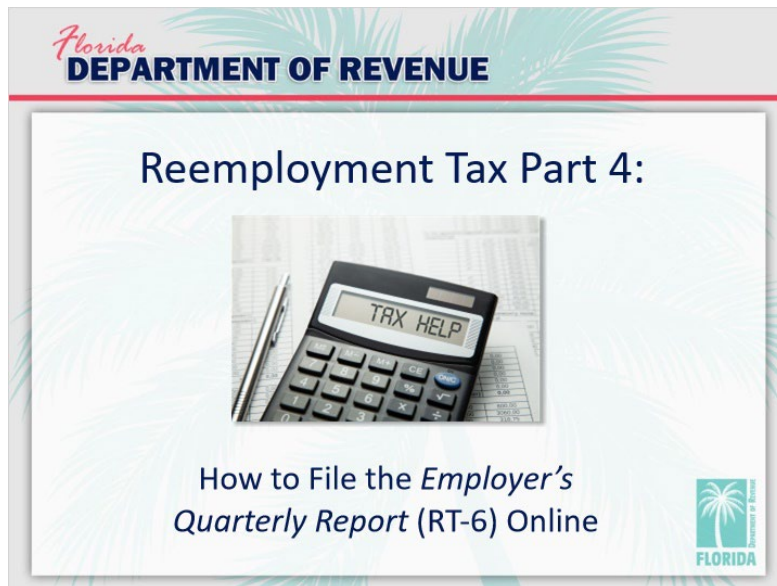


Print PDF: Reemployment Tax Part 4: How to File the Employer's Quarterly Report Online

Reemployment Tax Part 4: How to File the Employer's Quarterly Report Online

1. Introduction

1.1 Welcome



Script:

Welcome to Reemployment Tax: How to File the ***Employer's Quarterly Report (RT-6)*** Online. In this tutorial, we will be taking you step-by-step through the process of filing an RT-6 online.

1.2 Navigation

Transcript Tab

A transcript of the audio is available by clicking on the **Transcript** tab in the top-left corner of your screen.

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 viewing this tutorial on a tablet or smart-phone, the menu does not display by default and must be accessed using the menu symbol.

Resources Tab

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

Previous and Next Buttons

Previous and Next buttons are located at the bottom right corner of your screen. These buttons allow you to move either back or forward.

Script:

This tutorial will take approximately 15 minutes to complete. A transcript of the audio is available by clicking on the **Transcript** tab in the top-left corner of your screen.

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

1.3 Topics




Script:

Topics for this tutorial include:

- Logging in to the Report
- Completing the Online Form
- Making Payments
- Exploring Other Options from the Main Menu that relate to the RT-6


1.4 Review of Part 3




Florida
DEPARTMENT OF REVENUE

Review of Part 3

Click on each ring to review the information presented in Part 3 of this tutorial series.




Ring 1 (Slide Layer)




Florida
DEPARTMENT OF REVENUE

Filing and Payment Deadline

1 The *Employer's Quarterly Report* (RT-6) is due no later than the last day of the month following the quarter being reported on.




Ring 2 (Slide Layer)




Florida
DEPARTMENT OF REVENUE

Options for Filing

2 There are two options for filing a *Quarterly Report* (RT-6). You can file with a paper-based *Quarterly Report* (RT-6) form or complete your return online.




Ring 3 (Slide Layer)



Florida
DEPARTMENT OF REVENUE

Filing Online

3 Electronic filers have the option of remitting the *Quarterly Report* (RT-6) directly through DOR's website, importing a text file or uploading an XML file.




Ring 4 (Slide Layer)

Florida
DEPARTMENT OF REVENUE

Logging In

4 To login to file your *Employer's Quarterly Report (RT-6)*, online, you may login using your DOR issued User ID and Password or your FEIN and RT account number.



2. Logging In to the Report

2.1 Hello, Olivia!



Script:

[Olivia]: Hi, everyone. I'm ready to learn about filing my **Quarterly Report (RT-6)** online.

I'm happy to hear that, Olivia. If you want, I can walk you step-by-step through the process. I promise it's quite easy.

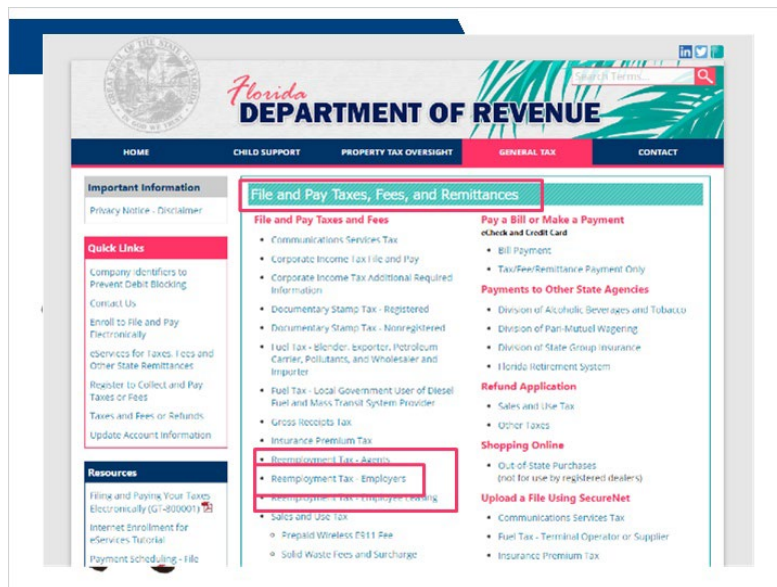
[Olivia]: That sounds great!

Do you have any questions before we get started?

[Olivia]: No, I don't think so.

Alright! Let's begin.

2.2 Logging In



Script:

You will start off by going to the Department's webpage.

[Olivia]: Can you tell me that address again?

Sure, you go to **floridarevenue.com**

[Olivia]: Thanks.

No problem. Once you are there you will click on the blue button labeled **File and Pay**.

This will take you to the **File and Pay Taxes, Fees, and Remittances** webpage. Under the subtitle of **File and Pay Taxes and Fees**, go down to the appropriate reemployment tax link and select it. For example, if you are not an agent for an employer and are not a representative of an employee leasing company, you would select **Reemployment Tax - Employers**.

[Olivia]: So, I would select the one just for employers, then.

That's right, Olivia.

Online portal or RTS-3 (Slide Layer)

Changes through Online Portal or RTS-3

Online Portal:
[floridarevenue.com/
taxes/
updateaccount](http://floridarevenue.com/taxes/updateaccount)

-OR-

Download the
Employer Account
Change Form (RTS-3)

- ✓ Mailing address
- ✓ Business location (within same county)
- ✓ Account status (inactivate or close your business)
- ✓ Begin an employee leasing relationship


DR-1 (Slide Layer)

Complete and Submit a new Florida Business Tax Application (DR-1)

The Florida Business Tax Application (DR-1) can be found on the Forms and Publications page at floridarevenue.com/Pages/forms_index.aspx

- ✓ Purchase or sell all or part of a business
- ✓ Incorporate a business
- ✓ Change a partner or partnership
- ✓ Change business location to a different county

2.3 Logging In Continued

**State of Florida
Department of Revenue**

[DOR Home](#) [e-Service Home](#) [Print Page](#) [Contacts](#) [Logout](#)
[Reemployment Tax - Click for Help](#) [RT-6 Instructions](#) [Amended Instructions](#)

BULLETIN BOARD

What's New?

Revised 2021 Tax Rates Now Available
Recent legislation changed Florida's reemployment tax rate computation for 2021. For more information about the law change [click here](#). To view your revised 2021 tax rate, click Next below, then scroll down to view the "Other Options" list and select the "View Tax Rates" button.

Due Date of 1st Quarter Payment Extended to May 31, 2021
Pursuant to [Executive Order #21-80](#), COVID-19 Reemployment Assistance/Payment of Employer Contributions, the due date for payment of reemployment tax for the quarter ended March 31, 2021, has been extended to May 31, 2021. This extension applies only to the payment; to be considered timely, employers must complete and file the Employer's Quarterly Report (Form RT-6) no later than April 30, 2021.
To be considered timely, electronic payments must be initiated and a confirmation number received no later than 5:00 p.m. ET, on May 28, 2021 and indicate a debit date of June 1 (May 31 is a holiday). Payments may be scheduled up to 30 days in the future. You may need to return later to submit your payment.

How Are We Doing?
Please give us your feedback on filing or paying your taxes by taking our survey after you receive your confirmation information.

Next

Script:

Once you have selected the appropriate link, you will be taken to a login screen for the Reemployment Tax website.

The first option is to log in with the User ID and password you chose when you created your

account for the **Florida Business Tax Application (Form DR-1)**.

The second option is to log in with your FEIN and RT Account Number. Please note that if you choose to log in with your FEIN and RT Account Number, you will not be able to use your existing banking and contact information when making a payment. Regardless of the option you choose, you will need to fill out the information before you can log in. Once you have done so, click the login button under the option you chose.

Once you log in, you will be taken to the bulletin board which features current topics and relevant information about reemployment tax. Read through this information and then select **Next** to move on.

Online portal or RTS-3 (Slide Layer)

Changes through Online Portal or RTS-3

Online Portal:
[floridarevenue.com/
taxes/
updateaccount](http://floridarevenue.com/taxes/updateaccount)

-OR-

Download the
Employer Account
Change Form (RTS-3)

- ✓ Mailing address
- ✓ Business location (within same county)
- ✓ Account status (inactivate or close your business)
- ✓ Begin an employee leasing relationship

DR-1 (Slide Layer)



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- ✓ Purchase or sell all or part of a business
- ✓ Incorporate a business
- ✓ Change a partner or partnership
- ✓ Change business location to a different county


3. Completing the Online Form

3.1 Filling Out the Form


  State of Florida

(Quarters available for selection will display in Black. Submitted quarters display in Gray.)
If quarter is not available, select Back to Menu and select a RT-8A / Corrected return option.

2018	2019	2020	2021	2022	2023
1st Qtr	1st Qtr	1st Qtr	1st Qtr	1st Qtr	NA
2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	NA	NA
3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	NA	NA
4th Qtr	4th Qtr	4th Qtr	4th Qtr	NA	NA

Are you reporting Out of State wages?  Required

☐ Yes ☐ No

Reporting for Employees Contracted to Educational Institutions wages?  Required

☐ Yes ☐ No

If this is your final return, you must report your change in status to the Department. Click [Click Here](#) to complete and submit the "Request a Change of Business Name, Address, and/or Account Status" form online.

Back to Menu

Next

Script:

After leaving the Bulletin Board, you will be taken to the main menu form where you will choose an activity.

Notice that you are given a schedule of Return-With-Payment submission deadlines. Please note that all transactions must be submitted and confirmed prior to 5 p.m. ET on the indicated date for that reporting period.

To file an **Employer's Quarterly Report (RT-6)** click on the **Quarterly RT-6** link.

Choose the quarter you are filing for from the table. You may only select from those displayed in black.

You will notice that the form asks you two questions. The first pertains to whether you are reporting Out of State wages. More than likely, the answer is no. A situation where you would say yes would be where an employee of yours transferred from a different state where you do business and reemployment taxes had already been paid in that state. Select your answer to the first question, and go on to the second one.

Next, you are asked if you're reporting wages for Employees contracted to educational institutions. Unless you are reporting these wages, click **No**.

After you have completed this form, click on the **Next** button at the bottom of the page.

3.2 Entering Employee Information

Add Employees Routine

Sort by SSN

Sort by Last Name, First, MI.

Employee Social Data				Employee Wage Data	
Delete Employee	SSN	First Name	MI	Last Name	Florida Gross Wages
<input type="checkbox"/>	9			E	10000.00
<input type="checkbox"/>	1	J		L	6000.00
<input type="checkbox"/>	8				15000.00
<input type="checkbox"/>	9				12000.00
<input type="checkbox"/>	1			L	800.00
<input type="checkbox"/>	3				8000.00
<input type="checkbox"/>	2			D	10000.00
<input type="checkbox"/>	3				10000.00
<input type="checkbox"/>	3				2000.00
<input type="checkbox"/>	7			R	6000.00
<input type="checkbox"/>	6		N	Y	5000.00

NOTE:
 Click "Back to Menu" button to return to the Menu.
 Click "Add Employees" button to add additional employees to the wage list.
 Click "Remove Deletes" button to remove checked wage items from the delete column.
 Click "Next" button to continue processing this return.

Back to Menu

Back

Add Employees

Delete Employees

Next

Script:

On this page, you will enter information about anyone you employed during the reported quarter.

Enter the number of employees you had for each month of the quarter.

Next, enter all employees' gross wages under the **Florida Gross Wages** column. Gross wages are defined as all remuneration for employment including commissions, bonuses, back pay awards, and the cash value of all payments in any medium except for certain fringe benefits including life insurance, accident and health benefits and cafeteria plan benefits. Gross wages do not include discounts, financial planning, or nonqualified stock bonus incentive plan contributions. Remember that gross wages equals taxable wages plus excess wages.

Go to the bottom of the page. If you have additional employees to add, click on **Add Employees**. If you wish to delete employees, click on **Delete Employees**. For now, let's add an employee.

Enter the information for all the employees you want to add. In addition, you can select **Save and Add More Employees**. Once you have your final entries completed, click **Next** to return to the page with your employees' information.

After entering all your information including any new employees, click on the **Next** button at the bottom of the page. Doing so will take you to the **Summary Page**.

3.3 Entering Employee Information

State of Florida Department of Revenue

Employee Social Data

SSN	First Name
11 J	
1 M	
16 S	
18 G	
7 D	
8 A	
3 R	
3 A	
3 S	
2 D	
8 C	

Summary Page

Quarter Ending: June 30, 2021
 Date Due: June 01, 2021
 Penalty After Date: July 01, 2021
 Tax Rate: 6.625%

Employee Wage Data

SSN	First Name	Last Name	Florida Gross Wages	Taxable Wages (System Calculated)	Out of State Taxable Wages (if any)	Employees Contracted to Educational Institutions (Paid this QTR)
1 J	J	J	\$5,000.00	\$0.00	\$0.00	\$0.00
1 M	M	M	\$500.00	\$0.00	\$0.00	\$0.00
16 S	S	S	\$5,000.00	\$0.00	\$0.00	\$0.00
18 G	G	G	\$12,000.00	\$0.00	\$0.00	\$0.00
7 D	D	D	\$5,000.00	\$0.00	\$0.00	\$0.00
8 A	A	A	\$15,000.00	\$0.00	\$0.00	\$0.00
3 R	R	R	\$2,000.00	\$0.00	\$0.00	\$0.00
3 A	A	A	\$10,000.00	\$0.00	\$0.00	\$0.00
3 S	S	S	\$8,000.00	\$2,400.00	\$0.00	\$0.00
2 D	D	D	\$10,000.00	\$7,000.00	\$0.00	\$0.00
8 C	C	C	\$10,000.00	\$7,000.00	\$0.00	\$0.00

Summary Table:

Quarter Ending	Date Due	Penalty After Date	Tax Rate	Rate (YTD)	Employees Contracted to Educational Institutions (Paid this QTR)
June 30, 2021	June 01, 2021	July 01, 2021	6.625%	\$0.00	\$0.00
1st Month Total Employees	2nd Month Total Employees	3rd Month Total Employees		\$0.00	\$0.00
The Areas listed below have been calculated for you:					
First Month Wages Paid This Quarter	\$54,000.00			\$0.00	\$0.00
Out of State Wages Paid This Quarter	\$0.00			\$0.00	\$0.00
Florida Gross Wages Paid This Quarter	\$107,000.00			\$0.00	\$0.00
Out of State Taxable Wages Paid This Quarter	\$0.00			\$0.00	\$0.00
Florida Taxable Wages Paid This Quarter	\$107,000.00			\$0.00	\$0.00
Out of State Taxable Wages Paid This Quarter	\$0.00			\$0.00	\$0.00
Employment Tax (FICA) Due	\$1,278.75			\$0.00	\$0.00
Employment Tax (FICA) Due (if any)	\$0.00			\$0.00	\$0.00
Out of State Employment Tax Due	\$0.00			\$0.00	\$0.00
Florida Employment Tax Due	\$0.00			\$0.00	\$0.00
Out of State Employment Tax Due	\$0.00			\$0.00	\$0.00
Florida Employment Tax Due (if any)	\$0.00			\$0.00	\$0.00

NOTE: Select "Back" button to return to main collection.
 Select "File Only" if no payment is due or if payment will be submitted separately.
 Select "File and Pay" if payment is due and you want to pay now.
 Warning: Submitting a File Only will result in any A & all installments entered being unpaid.

Back **File Only** **File and Pay**

Script:

The **Summary Page** provides an overview of what you have paid in employee wages broken down by employee. This page also breaks down both the gross wages and taxable wages for each employee. In addition, it provides other pertinent information such as penalty and interest due, out of state taxable wages, and installment amount due.

Once you have reviewed the **Summary Page**, scroll to the bottom if needed, and click **File and Pay**.

[Olivia]: What if I don't want to make a payment right now? What if I just want to file my return?

In that case, you click on the **File Only** button.

[Olivia]: Thanks, I can see the button now.

No problem. You have both options. For now, we are focusing on filing and paying during the same session. Click **File and Pay** to go the payments page.

4. Making a Payment

4.1 Entering Payment Information

myDOR State of Florida Department of Revenue

[DOR Home](#) [e-Service Home](#) [Print Page](#) [Contacts](#) [Logout](#)
[Reemployment Tax - Click for Help](#) [RT-6 Instructions](#) [Amended Instructions](#)

Quarter Ending	Due Date	Penalty After Date	Tax Rate
June 30, 2021	July 01, 2021	July 31, 2021	6.6107

File and Pay Original Return ☐ RT-6

Split Date: Select a date [e-Payment Calendar](#)

Note: Same day debits are not allowed.

Tax Due: \$ 56.65

Penalty Due: \$ 0.00

Interest Due: \$

Amount for Check: \$ 56.65

☐ Check here to use Bank info on file with DOR, or complete the following information.

[Update Banking Information](#)

Bank Routing Number:

Bank Account Number:

Retype Bank Account Number:

Bank Account Type:

Corporate/Personal:

Name on Bank Account:

[Correct if Necessary](#)

Script:

Here is an image of what the payments page looks like. As you can see, you are provided with some information about due dates along with your tax rate.

Next, you'll see a gray box where you will enter your information. Before you enter any information, you will want to decide if you want the system to use your filing information and/or banking information you have on file with the Department. Remember, if you logged in using your FEIN number and RT account number, you will not have the option to use your banking and contact information on file.

Scroll down to enter contact information. If enrolled, you have the option to use the Filing and Payment contact information on file with the Department. If you do not click the option for using the Filing and Payment Contact information on file, you will have to enter your information manually.

4.2 Entering Payment Information Continued

The screenshot shows the 'State of Florida Department of Revenue' eServices interface. At the top, there is a navigation bar with links: 'DOR Home', 'e-Service Home', 'Print Page', 'Contacts', 'Logout', 'Reemployment Tax - Click for Help', 'RT-6 Instructions', and 'Amended Instructions'. Below this, there are two sections for contact information. The first section has a checked checkbox 'Check here to use Payment contact info on file with DOR' and an 'Update Contact Information' button. The second section has an unchecked checkbox 'Check here to use Filing contact info on file with DOR' and another 'Update Contact Information' button. Below these are fields for 'Signature:', 'Phone Number:', and 'Email Address:'. At the bottom of this section are 'Back to Menu' and 'Next' buttons. A green horizontal line separates this from the next section. The second section is for bank account information. It has a label 'Enter Bank Account Number:' followed by a text input field. Below this is a 'Bank Account Type:' dropdown menu with 'Checking' selected. Below that is a 'Corporate/Personal:' dropdown menu with 'Corporate' selected. Below that is a 'Name on Bank Account:' text input field. At the bottom of this section are two 'Correct if Necessary' links. A red box highlights the 'Update Contact Information' button in the first section, and another red box highlights the 'Update Contact Information' button in the second section.

Script:

To enter the date when the payment will be processed, click on the calendar icon in the row labeled **debit date**.

Some fields are autocompleted for you based on the information from your return.

If you elected not to use the banking information on file with the Department, you will need to enter the routing number and account number of where the funds are coming from.

You will also need to indicate whether the bank account is a checking or savings account and if it is a personal or corporate account.

Also, make sure you type in the name on the bank account.

*[Olivia]: I just noticed that button labeled **Update Banking Information**. What happens if I click that? Does it go to another site?*

That link is for you to use if you want to update your banking information for payment. It will open the eServices Enrollment Page in another window. This is the same site you used to sign up for eServices.

[Olivia]: And then I would just click **Update e-Enrollment** under the **Taxpayer** heading.

That's correct.

Here, you'll notice you can update contact information here by clicking on the **Update Contact Information** buttons. The first one is for banking contact information. The second is for filing contact information. Clicking it opens a window to that same eServices page that we visited previously. You are not required to update your contact or payment information to make a payment.

You will also need to enter an electronic signature at the bottom of the page if you did not elect to use the contact information on file with the Department.

When you have finished filling out your information, click **Next**. If there are any problems with your submission, a blue error notice will appear along with an explanation of what needs to be corrected.

Make any necessary corrections, and then click **Next** again.

4.3 Submitting Payment

The Areas listed below have been calculated for you.

Total Gross Wages Paid This Quarter	\$0.00
Total wages exceeding \$7,000.00 paid to each employee this quarter	\$0.00
Total Out of State Taxable wages(Paid YTD)	\$0.00
Taxable Wages for this Quarter	\$0.00
Tax Due	\$0.00
Penalty Due ^(*)	\$150.00
Interest Due ^(*)	\$0.00
Total Amount Due (if less than \$1.00 no payment necessary)	\$150.00
Installment Fee amount due (annual)	\$5.00
1st Quarter installment amount due	\$0.00
2nd Quarter installment amount due	\$0.00
3rd Quarter installment amount due	\$0.00
Payment you have authorized	\$150.00

Employee Social Data				Employee Wage Data			
SSN	First Name	MI	Last Name	Florida Gross Wages	Taxable Wages (System Calculated)	Out of State Taxable Wages (Paid YTD)	Employees Contracted to Educational Institutions (Paid this QTR)
1		L		\$0.00	\$0.00	\$0.00	\$0.00
1		L		\$0.00	\$0.00	\$0.00	\$0.00
1		N		\$0.00	\$0.00	\$0.00	\$0.00
1				\$0.00	\$0.00	\$0.00	\$0.00
1				\$0.00	\$0.00	\$0.00	\$0.00
1				\$0.00	\$0.00	\$0.00	\$0.00
1				\$0.00	\$0.00	\$0.00	\$0.00
1				\$0.00	\$0.00	\$0.00	\$0.00
1				\$0.00	\$0.00	\$0.00	\$0.00
1				\$0.00	\$0.00	\$0.00	\$0.00

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

Script:

Once you have reviewed your information and checked it for accuracy, click **Submit** to submit your return and payment.

After you successfully submit your return and payment, you will receive a confirmation message like the one on your screen.

Scroll down to the bottom of the page to go back to the menu, print your confirmation page or save the document as a PDF.

5. Exploring Other Options

5.1 Exploring Other Options

State of Florida Department of Revenue

myFLORIDA

RT-6 Original Return | RT-6A Corrected Return

Reporting Period	Quarterly (RT-6)	Annual (RT-7)	Reporting Period	Quarterly (RT-6)	Annual (RT-7)
DEC 2021	JAN 31, 2022	JAN 31, 2022	SEPT 2022	OCT 31, 2022	JAN 31, 2023
MAR 2022	APR 30, 2022		DEC 2022	JAN 31, 2023	
JUN 2022	JUL 31, 2022				

Note: All Transactions must be submitted AND confirmed prior to 5 PM EST on the date indicated above.

Choose activity: File and Pay

RT-6 Original Return: Quarterly RT-6, Import Quarterly RT-6, Check Import File Format Quarterly RT-6

RT-6A Corrected Return: Quarterly RT-6A, Import Quarterly RT-6A, Check Import File Format Quarterly RT-6A

Payment Only: (Choice does NOT include a tax return) Make a Payment Only

Other Options: View/Download Import Process Error Reports, Reprint Confirmation Page(s), Cancel Submission(s), View Canceled Submission(s), Update e-Services Profile, Check for Bills, Change Business Address and/or Account Status, View Tax Rates, View Installment Plan

Script:

Do you think you're getting the hang of it, Olivia?

[Olivia]: I think so. I'm glad I got to go through this with you step-by-step.

Me too. Before we end this tutorial, I want to take you through a few other options on the menu that might be helpful to you.

[Olivia]: OK.

5.2 Filing a Correction Return

The screenshot shows the 'RT-8A / Corrected Return' form from the State of Florida Department of Revenue. At the top, there is a navigation bar with links: 'BOR Home', 'e-Service Home', 'Print Page', 'Contacts', 'Logout', 'Reemployment Tax - Click for Help', 'RT-6 Instructions', and 'Amended Instructions'. Below this is a table titled '2022 Payment or Return-with-Payment submission deadlines'. The table has columns for 'Reporting Period', 'Quarterly (RT-6)', 'Annual (RT-7)', 'Reporting Period', 'Quarterly (RT-6)', and 'Annual (RT-7)'. The rows show deadlines for DEC 2021, MAR 2022, JUN 2022, SEP 2022, OCT 2022, and JAN 2023. A note states: 'Note: All Transactions must be submitted AND confirmed prior to 5 PM EST on the date indicated above.' Below the table, the form title 'RT-8A / Corrected Return' is displayed. A dropdown menu for 'Select the reason for correcting your return' is set to 'Required'. A section for 'Select an available quarter to correct' shows a table of quarters from 2018 to 2023. The 2022 section is highlighted, showing '1st Qtr' as 'Required' and '2nd Qtr' through '4th Qtr' as 'Not'. A 'Back to Menu' button is at the bottom left, and a 'Next' button is at the bottom right.

Reporting Period	Quarterly (RT-6)	Annual (RT-7)	Reporting Period	Quarterly (RT-6)	Annual (RT-7)
DEC 2021	JAN 26, 2022	JAN 26, 2022	SEP 2022	OCT 26, 2022	
MAR 2022	APR 26, 2022		DEC 2022	JAN 26, 2023	JAN 26, 2023
JUN 2022	JUL 26, 2022				

Note: All Transactions must be submitted AND confirmed prior to 5 PM EST on the date indicated above.

RT-8A / Corrected Return

Select the reason for correcting your return: Choose reason Required

Select an available quarter to correct: Required

(Quarters available for selection will display in Black. Submitted quarters display in Gray.)

If quarter is not available, select Back to Menu and select the RT-6 / Original return option.

If the desired quarter is prior to the oldest Year/Quarter displayed, click on the Reemployment Tax - Click for Help link above to open the Reemployment Tax page in a new window and obtain instructions for filing corrections on paper (under heading Correct Errors).

2018	2019	2020	2021	2022	2023
1st Qtr	1st Qtr	1st Qtr	1st Qtr	1st Qtr	Not
2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	Not
3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	Not
4th Qtr	4th Qtr	4th Qtr	4th Qtr	4th Qtr	Not

Alert: This is not a real time update system. Due to the time needed to process corrected return information, the information displayed may not include recently filed corrections still in process. Submitting a corrected return with changes to wages and/or SUIs may not affect subsequent quarters. The employee details displayed for the corrected quarter and subsequent quarters will reflect your changes after the corrected information has been received and processed by DOR. Submitting multiple corrected returns the same day (for one or multiple quarters) may cause incorrect calculations. Installment plan participants note: if correcting a quarter included in a current installment plan results in an additional amount due, the additional amount due needs to be paid immediately. The payment amounts for the installment plan will not change.

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

Script:

If you find you need to file a corrected return, known as the **Correction to Employer's Quarterly or Annual Domestic Report**, select **Quarterly RT-8A** and then complete the steps on the form.

In the next tutorial, we will go through the process of completing an RT-8A online.

5.3 Make a Payment Only

The screenshot shows the 'myFL' logo and 'State of Florida Department of Revenue' header. A navigation bar contains links: 'DOR Home', 'e-Service Home', 'Print Page', 'Contact Us', 'Log out', 'Reemployment Tax - Click for Help', 'RT-6 Instructions', and 'Amended Instructions'. Below this is a table with four columns: 'UNEMPLOYMENT', 'SUI UNEMP', 'PROPERTY TAX UNEMP', and 'RT-6'. A 'Reporting Period' dropdown is set to 'Select a Quarter' and 'Payment Type' is set to 'Make a Payment Only'. The main form area has a 'Report Date' field with a calendar icon and a 'Payment Calculator' link. The 'Enter Amount for Check' field shows '\$ 0.00'. A section titled 'Complete the following information' includes fields for 'Bank Routing Number', 'Bank Account Number', 'Retype Bank Account Number', 'Bank Account Type' (dropdown), 'Corporate/Personal' (dropdown), and 'Name on Bank Account'. There are 'Update Banking Information' and 'Update Contact Information' buttons. A checkbox 'Check here to use Payment contact info on file with DOR' is present. Another checkbox 'Check here to use Filing contact info on file with DOR' is also present, with a warning: 'Your contact information is incomplete or invalid and may not be used with this submission. Please update for file 74 to 48 business hours from today.' At the bottom are fields for 'Signature', 'Phone Number', and 'Email Address', along with 'Back to Menu' and 'Next' buttons.

Script:

If you would like to make a payment without filing a return, select **Make a Payment Only**.

[Olivia]: Can you give me an example of when I would do that?

Sure. You can file a return and then pay at a separate time. Another example would be if you had an outstanding bill from the Department that you needed to pay.

[Olivia]: OK, thanks.

Once you click on **Make a Payment Only**, you will see a screen that looks similar to the payments page for filing an RT-6 online.

5.4 Reprint Confirmation Pages

myFL

State of Florida
Department of Revenue

DOR Home | e-Service Home | Print Page | Contacts | Logout
Reemployment Tax - Click for Help | RT-6 Instructions | Amended Instructions

Access ID:
RT Account:
FTRN 5306

NOTICE: Cancellations must be executed before 4:00 p.m. EST on the date of submission. If the submission is completed after 4:00 p.m. EST, on a weekend, or holiday the cancellation must be executed prior to 4:00 p.m. EST the next business day. By canceling a submission, you are permanently denying the submission from our database.

Confirmation Number: DATE/TIME: November 07, 2017 3:15 PM EST [Click Here for Survey](#)

Warning: Employee details are ONLY DISPLAYED on original confirmation page. NOT included in the reports.

File Only Original Return RT-6

Quarter Ending	Due Date	Penalty After Date	Tax Rate
June 30, 2017	July 01, 2017	July 28, 2017	0.024

File Month Total Employees	File Month Total Employees	File Month Total Employees
1	1	1

The Amounts listed below have been calculated for you.

Total Gross Wages Paid This Quarter	\$97,533.92
Total Gross Wages 2017 (to date) paid to each employee this quarter	\$97,533.92
Total Out of State Wages (to date) paid YTD	\$0.00
Wages Paid for this Quarter	\$97,533.92
Out of State	\$0.00
Penalty Due	\$2.34
Interest Due	\$0.00
Total Amount Due (to date) (to date) (to date) (to date)	\$97,536.26
Payment Due (to date) (to date) (to date) (to date)	\$0.00
Out of State Payment Due (to date) (to date) (to date) (to date)	\$0.00
Out of State Payment Due (to date) (to date) (to date) (to date)	\$0.00
Out of State Payment Due (to date) (to date) (to date) (to date)	\$0.00

An electronically filed return or notice shall be deemed to be signed by an individual authorized to sign who indicates his or her name in the Taxpayer's name data below. Declaration is required.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. Declaration of preparer (other than taxpayer) is based on all information of which he or she has any knowledge.

Signature: _____
 Phone Number: _____
 Email Address: _____

Check here to see Payment
 contact info on the web DOR

Check here to see Filing contact
 info on the web DOR

Back to Menu | Print Confirmation | Save as PDF

Filing Year

2017	1
2017	2
2021	4
2021	2

Back to Me

Return Type

Original
Original
Amendment
Amendment

Script:

If you need to reprint a confirmation page from a previous submission, click on **Reprint Confirmation Page(s)**.

A list of all of the transactions you have completed will be displayed on the screen. Click on the confirmation number of the one you would like to print out.

5.5 Cancel Submissions

The screenshot shows the 'myfloridarevenue.com' website header with the State of Florida Department of Revenue logo. A navigation bar includes links for DOR Home, e-Service Home, Print Page, Contacts, Logout, Reemployment Tax - Click for Help, RT-6 Instructions, and Amended Instructions. User information on the right shows 'Access ID: [redacted]', 'RT Account: [redacted]', and 'FEIN/SSN: [redacted]'. The main heading is 'Finalize Cancellation of Pending Submission'. A note states: 'Note: All cancellations to pending filings must be done prior to 5:00 p.m. EST. By selecting this option to cancel a pending filing, you're deleting this record and payment associated with this filing from our database permanently. Your confirmation will no longer be valid.' Below this, it asks the user to 'Please select Yes to FINALIZE the cancellation of confirmation number [redacted]'. A 'Please note' section mentions a two-minute wait time for cancellation requests. At the bottom, there are 'No' and 'Yes' buttons. A footer contains links for [FAQs], [Privacy], [Disclaimer], [Help with Downloading files], and a 'View Installments Plan' button.

Script:

Sometimes you may need to cancel a pending submission. To do so, select Cancel Submission from the menu.

Select the confirmation number to cancel.

To confirm cancellation, select **Yes**. If you would not like to cancel, select **No**.

5.6 View Cancelled Submissions

Choose Activity
File and Pay

RT-6 Original Return


Quarterly RT-6

Import Quarterly RT-6

RT-6A Corrected Return

Quarterly RT-6A

Import Quarterly RT-6A



State of Florida
Department of Revenue

[DOR Home](#)

[e-Service Home](#)

[Print Page](#)

[Contacts](#)

[Logout](#)

[Reemployment Tax - Click for Help](#)

[RT-6 Instructions](#)

[Amended Instructions](#)

View Cancelled Submission(s)

Filing Year	Filing Quarter	Confirmation Number	Amount	Filing Type	Return Type
2021	2		\$135.70	File Only(RT-6)	RT-6 Original
2021	2		\$162.47	File and Pay(RT-6)	Tax Payment
2021	2		\$239.50	File and Pay(RT-6)	Tax Payment
2021	2		\$167.52	File and Pay(RT-6)	Tax Payment

Back to Menu

VIEW TAX PAGES

View Installments Plan

Script:

To view a list of all your canceled submissions, click on **View Cancelled Submissions**.

6. Conclusion

6.1 Summary



Script:

[Olivia]: Thanks for all your help today.

My pleasure. Do you think you can submit your **Employer's Quarterly Report** on your own?

[Olivia]: I think I can. If I follow the prompts on the screen, it shouldn't be too difficult.

Do you want to walk us through it to make sure you've got it?

[Olivia]: Great idea!

First, you navigate to the **Reemployment Tax Website** and log in.

You are then taken to the menu. To file your quarterly report, click on **Quarterly Report RT-6** from the options. Select an available quarter from the table.

From there, you enter information about your employees and their wages. You may also add and delete employees if needed.

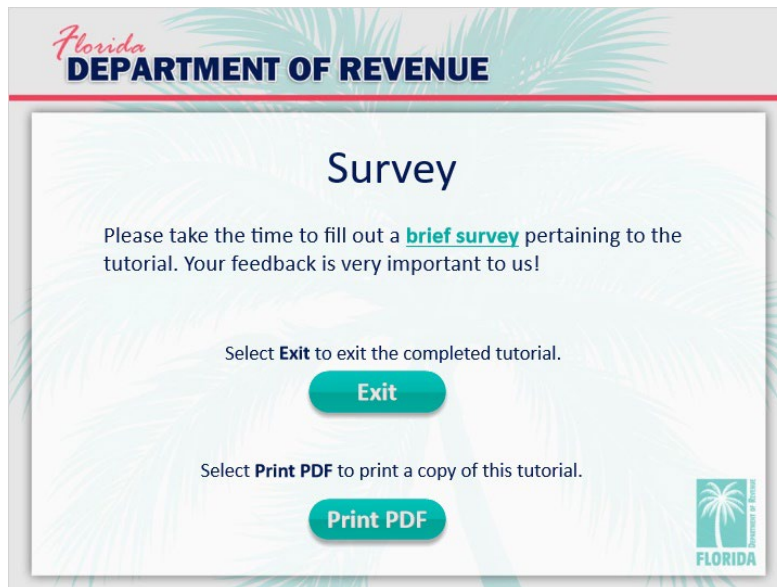
*Enter your payment information into the form. Review it carefully, and then click **Submit**.*

You will receive a confirmation that your return and payment have been received.

How was that?

Great. I think you'll do fine.

6.2 Survey



Script:

This concludes Reemployment Tax: How to File the **Employer's Quarterly Report (RT-6)** online. For additional resources, use the Resources link in the upper-right corner for more information.

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

To exit this tutorial click on the Exit button.

To print a copy of this tutorial, select the Print PDF button.

Thank you.