



Filing and Paying Your Taxes Electronically

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The Department of Revenue makes filing and paying electronically quick and easy. At your convenience, you can use our secure Internet site to enroll online for our e-Services program. Our site guides you through a step-by-step enrollment interview. Once enrolled, you can file and/or pay your taxes electronically. Taxpayers who use our applications tell us that filing and paying electronically is fast, simple, and convenient.

Anyone can file and/or pay their taxes electronically. Every year, more taxpayers choose to file and pay electronically, even when they aren't required to do so. You get immediate confirmation that we received your electronic return or electronic payment. You can file anywhere you have access to a computer. No forms to find! All your data passes through secure networks or service providers that must follow the same security and confidentiality requirements as the Department.

Enrollment is easy at: www.myflorida.com/dor

General Information

Who must file and pay taxes electronically by law?

- Businesses that paid \$20,000 or more in taxes during the most recent state fiscal year (July through June).
- Businesses that file consolidated sales tax returns.
- Anyone filing unemployment tax for 100 or more clients or employers with 10 or more employees in any calendar quarter during the most recent state fiscal year (July through June).
- All licensed Terminal Suppliers, Terminal Operators, Wholesalers/Importers, Petroleum Carriers, Exporters, and Blenders/Retailers of alternative fuel.

If you cannot file electronically, call the Department at 800-352-3671 to see if you qualify for a waiver. Even if you qualify for a waiver from filing electronically, you must still pay your tax electronically.

Electronic Payments – You must enroll with us before you can make electronic payments. Then, for each payment, you specify the amount of the payment and payment date at least one business day before each payment is due. On the date you specified, the bank transfers the money from your account to the State's account. There is **no cost** to you and we have no access to your bank account.

Paying on Time – You must submit your payment and receive a confirmation number or trace number before 5:00 p.m., ET, on the business day before the date the tax is due. Payment deadlines are listed on the *Florida e-Services Programs Calendar of Due Dates (Form DR-659)*.

Note: If you pay electronically using software you purchased, check with your vendor for deadlines that may differ from those listed on the calendar.

Payment Warehousing – You can schedule payments ahead of time with our payment-warehousing feature. When you provide your payment instructions, you can choose a withdrawal date up to 30 calendar days in the future. This allows you to submit your return early and have the payment withdrawn from your bank account later.

Paying Tax Bills – You can pay bills (Notice of Amount Due or Demand for Payment) online for most taxes using an ACH-Debit or a credit card. You do not have to be enrolled in our e-Services program to pay bills online. However, once you have enrolled in our e-Services program, you can go online and see what you owe.

Filing on Time – You must submit your return and receive a confirmation number before 5:00 p.m., ET, on the date the return is due. If you submit a return and payment together, you must follow the electronic payment deadlines.

Note: If you file using software you purchased, check with your vendor for deadlines.

Frequently Asked Questions:

What are the electronic options for paying taxes?

- Internet
- Commercial software (Approved by the Department)
- Telephone payment system

Check our Internet site for more information on each option to help you determine which method best meets your needs.

What are the electronic options for filing my taxes?

- Internet
- Commercial software (Approved by the Department)
- Develop your own output file

Our Internet site lists the options available for each tax.

What happens if I file or pay my taxes late?

We may assess both penalty and interest for either filing your return late or paying tax late. For taxes that provide a collection allowance, you lose your allowance when you file or pay late. If the circumstances were beyond your control and you can provide documentation proving you tried to pay on time, we will review your documentation and consider adjusting your account.

Will the Department mail me tax forms if I file electronically?

We do **not** mail you tax forms if you:

- File electronically.
- Are required by law to file electronically and you have not received a waiver.
- Use commercial software to prepare and file your corporate tax returns.

What if I find that I made a mistake after I filed or paid electronically?

Many of the file-and-pay options (Internet or commercial software) allow you to cancel a return or payment before 5:00 p.m., ET, on the same business day it was submitted. If your option does not allow you to cancel a return or payment, call the Department for help.

Who do I call if I have questions or trouble installing or accessing software I've purchased?

If you purchased software or use a vendor to process your tax returns or payments, you need to contact the software company or the vendor for support.

Can I use the ACH-Credit option for paying my taxes?

Yes. However, you are responsible for any costs involved in using this option and for ensuring the proper payment format is used. Once the Department approves a taxpayer to pay using this method, the Department will provide the taxpayer the ACH-Credit format.

Can I make electronic payments to other state agencies?

Yes. The Department processes electronic payments for other state agencies. You must contact the state agency that administers those taxes or fees for information about their electronic payment options and enrollment requirements. We provide the payment due dates for other state agencies on Form DR-659.

For information about:

- Alcoholic Beverages and Tobacco, call 850-921-4049.
- Pari-Mutuel Wagering, call 850-413-0796.
- Retirement Contributions, call 850-414-6335.

Contact Us

Information, forms, and tutorials are available on our Internet site:

www.myflorida.com/dor

To speak with a Department representative, call Taxpayer Services, Monday through Friday, 8 a.m. to 5 p.m., ET, at 800-352-3671.

To find a taxpayer service center near you, go to:

www.myflorida.com/dor/contact.html

For written replies to tax questions, write to:

Taxpayer Services - Mail Stop 3-2000
Florida Department of Revenue
5050 W Tennessee St
Tallahassee FL 32399-0112

Subscribe to our tax publications to receive due date reminders or an e-mail when we post:

- Tax Information Publications (TIPs).
- *Facts on Tax*, a quarterly publication.
- Proposed rules, notices of rule development workshops, and more.

Sign up at: **www.myflorida.com/dor**