

# e-File and e-Pay Sales Tax - DR-15

Please note: Account information presented is fictitious.  
This slideshow can be shared with taxpayers.

**To move through this tutorial, use the buttons at the bottom of the screen.**

- **To return to the first slide, use the  button.**
- **To go to the next slide, use the  button.**
- **To go to the previous slide, use the  button.**
- **To go to the last slide, use the  button.**

From the [Florida Department of Revenue](#) Internet homepage, click File and Pay

The screenshot shows the Florida Department of Revenue website. At the top left is the Great Seal of the State of Florida. The main header features the text "Florida DEPARTMENT OF REVENUE" in a stylized font. To the right is a search bar with the text "Search Terms...". Below the header is a navigation menu with the following items: HOME, CHILD SUPPORT, PROPERTY TAX OVERSIGHT, GENERAL TAX, and CONTACT. The "HOME" item is highlighted in red. Below the navigation menu is a section titled "Information for..." with four sub-sections: "Businesses and Employers", "Individuals and Families", "Industry Professionals", and "Local Government Officials". To the right of this section is a section titled "eServices" with two main categories: "Child Support eServices" and "File and Pay". The "File and Pay" category is highlighted with a red box and an arrow pointing to it. Below this category is a list of services: "Child Support payment information", "Child Support Employer Services", "Register to collect and/or pay taxes", "Subscribe to our tax publications", and "Print Annual Resale Certificates". Below the list is a link "More e-Services...". At the bottom of the page is a banner for "Property Tax Oversight" with the text "Ensuring Equity and".

# Under the File and Pay Taxes and Fees section, click Sales and Use Tax

The screenshot shows the Florida Department of Revenue website. At the top left is the Great Seal of the State of Florida. To its right is the text 'Florida DEPARTMENT OF REVENUE'. A search bar is located in the top right corner. Below the header is a navigation menu with the following items: HOME, CHILD SUPPORT, PROPERTY TAX OVERSIGHT, GENERAL TAX (highlighted in red), and CONTACT. The main content area is titled 'File and Pay Taxes, Fees or Remittances' and is divided into three columns. The left column contains 'Important Information' (Privacy Notice - Disclaimer), 'Quick Links' (Contact Us, e-Services for Taxes, Fees and Other State Remittances, Enroll to File and Pay Electronically, Register to Collect and Pay Taxes or Fees, Taxes and Fees or Refunds, Update Account Information), and 'Resources' (Payment Scheduling File now...pay later!, Registration Forms and Publications, Retrieve Your Certificate). The middle column is titled 'File and Pay Taxes or Fees' and lists: Communications Services Tax, Corporate Income Tax, Documentary Stamp Tax - Registered, Documentary Stamp Tax - Nonregistered, Fuel Tax - Blender, Exporter, Petroleum Carrier, Pollutants, and Wholesaler and Importer, Fuel Tax - Local Government User of Diesel Fuel and Mass Transit System Provider, Gross Receipts Tax, Insurance Premium Tax, Reemployment Tax - Agents, Reemployment Tax - Employers, Reemployment Tax - Employee Leasing, and Sales and Use Tax. The right column is titled 'Payments to Other State Agencies' and lists: Division of Alcoholic Beverages and Tobacco, Division of Pari-Mutuel Wagering, Division of State Group Insurance, and Florida Retirement System. Below this is 'Refund Application' (Sales and Use Tax, Other Taxes) and 'Shopping Online' (Out-of-State Purchases (not for use by registered dealers)). At the bottom of the right column is 'Upload a File Using SecureNet' (Communications Services Tax, Fuel Tax - Terminal Operator or Supplier, Insurance Premium Tax, Reemployment (Unemployment) Tax, Sales and Use Tax). A grey arrow points from the top of the page down to the 'Sales and Use Tax' link in the middle column.



Type your User Id and Password, or click the check box *and* type your Sales Tax Certificate Number and Business Partner Number. Click login.

The screenshot shows the Florida Department of Revenue's sales tax website. At the top left is the 'myFlorida.com' logo. The header includes 'State of Florida Department of Revenue' and a navigation bar with links for 'DOR Home', 'e-Services Home', 'Print Page', and 'Contacts'. Below the navigation bar is a green banner with 'Sales Tax - Click for Help'. A central box says 'Welcome to the Florida Sales Tax Website'. There is a link for 'View Browser Type Information'. A warning box states: 'Please STOP! Verify that you do not have multiple windows or tabs open. This may cause incorrect or multiple submissions.' Below this is a prompt: 'Please Enter your User ID and Password'. There are input fields for 'User ID:' and 'PIN/Password:'. An 'OR' separator follows. A checkbox is labeled: 'Do not have or cannot locate your DOR issued User ID and Password? (Check this box.)'. Below the checkbox is another prompt: 'Please Enter your Sales Tax Certificate Number and Business Partner Number'. There are input fields for 'Sales Tax Certificate Number:' and 'Business Partner Number:'. At the bottom are two buttons: 'Request UserID and Password' and 'Login'. A final warning box at the bottom states: 'This website is optimized for use on a PC using Microsoft Internet Explorer 6.0 and above. 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.'

**Note:** When you log in with the Sales Tax Certificate Number and Business Partner Number, check box options to use contact and bank account information on file, are not available.

You also cannot reprint confirmations pages.

Current bulletins about this tax will display. Click Next.

The screenshot shows the State of Florida Department of Revenue website. At the top left is the 'myFlorida.com' logo. To its right is the text 'State of Florida Department of Revenue'. Below this is a navigation bar with links: 'DOR Home', 'e-Services Home', 'Print Page', 'Contacts', and 'Logout'. Underneath the navigation bar is a sub-header 'Sales Tax - Click for Help'. The main content area has a green header 'BULLETIN BOARD' and a light blue background. The text 'What's New?' is followed by several bullet points and a paragraph. At the bottom right of the content area is a 'Next' button. A grey arrow points from the text 'Click "Next" to proceed to the Menu where you will find the amended return option.' to the 'Next' button.

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

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

Sales Tax - [Click for Help](#)

### BULLETIN BOARD

What's New?

- You may now submit an amended sales and use and/or solid waste surcharge return electronically. If you need to re-file a return due to an omission, addition or correction of the sales information previously submitted for a collection period which is available online, you may now do so. Please note: An amended return will replace any previously filed returns for the same collection period. It is important that you complete the return as it should have been filed rather than entering only the additional or corrected information. Click "Next" to proceed to the Menu where you will find the amended return option. If you need to amend a return submitted today, please cancel and re-submit a corrected return. You should not file an amended return for a submission that is available to be cancelled.
- The Department has developed a survey to assist in understanding the needs and issues associated with these tax filing applications. If you had
  - navigation problems
  - trouble understanding the application,
  - something you believe is incorrect, or
  - suggestions for improvements

PLEASE give us your feedback by completing the survey. The survey is accessible from the Confirmation Page, once you have completed your filing.

- Need to submit a tax payment?

You can submit a payment only for tax by choosing "Additional Payment" in the payment only option. Click "Next" to proceed to the menu and choose the payment only option to begin.

Next

# Click DR-15 (Sales and Use Return).

**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)

View Cancelled Submission(s)

Update e-Services Profile

Check for Bills

Change Business Address and/or Account Status

**Note: All cancellations to submissions must be executed prior to 5:00 p.m. ET on the date of submission. By selecting this option to cancel a submission, you are permanently deleting the submission from our database. Your confirmation will no longer be valid.**

The application now offers the option to file an amended DR-15 on a return *already submitted*.



Click the down arrow and click a collection period to select it.

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

Sales Tax - [Click for Help](#)

[DR-15 Instructions](#)   User ID:   DR-15

Original Return

Certificate Number:

Collection Period:

Location Address:

06/2011  
07/2011  
08/2011  
09/2011  
10/2011  
11/2011  
12/2011  
01/2012  
02/2012  
03/2012  
04/2012  
05/2012  
06/2012

Signature Information

Signature:

Phone: (  )  -

Email:

Check here to use Filing contact info on file with DOR.

Florida	1. Gross Sales	2. Exempt Sales	3. Taxable Amount	4. Tax Collected
A. Sales/Services	\$ <input type="text" value="0.00"/>			
B. Taxable Purchases			\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
C. Commercial Rentals	\$ <input type="text" value="0.00"/>			
D. Transient Rentals	\$ <input type="text" value="0.00"/>			
E. Food & Beverage Vending	\$ <input type="text" value="0.00"/>			

**NOTE**

The application will default to the current collection period.

You can go back 11 months or forward 1 month to file previous or future returns.

If you submit more than one payment for the same collection period, a message will display, to help ensure you do not submit a duplicate payment.

See instructions, upper left.



Click the checkbox to use *filing* contact information on file with the Department,  
 or type your name, phone number, and email address.  
 Scroll down.

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

Sales Tax - [Click for Help](#)

[DR-15 Instructions](#) User ID: DR-15  
 Original Return

Certificate Number  Collection Period

Location Address

An electronically filed return or notice shall be deemed to be signed by an individual authorized to sign who includes his or her name in the filed electronic return data below identified as signature information.

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 the preparer has any knowledge.

**Signature Information**

Signature

Phone (  )  -

Email

Check here to use Filing contact info on file with DOR.

Florida	1. Gross Sales	2. Exempt Sales	3. Taxable Amount	4. Tax Collected
A. Sales/Services	\$ <input type="text" value="0.00"/>			
B. Taxable Purchases			\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
C. Commercial Rentals	\$ <input type="text" value="0.00"/>			
D. Transient Rentals	\$ <input type="text" value="0.00"/>			
E. Food & Beverage Vending	\$ <input type="text" value="0.00"/>			
		5. Total Amount of Tax Collected		\$ <input type="text" value="0.00"/>
		6. Less Lawful Deductions		\$ <input type="text" value="0.00"/>
		7. Total Tax Due		\$ <input type="text" value="0.00"/>

**NOTE**

To move from field to field, press tab or click in the field.



## Complete applicable fields.

Florida	1. Gross Sales	2. Exempt Sales	3. Taxable Amount	4. Tax Collected
A. Sales/Services	\$ 2150.45	\$ 0.00	\$ 2150.45	\$ 175.29
B. Taxable Purchases			\$ 0.00	\$ 0.00
C. Commercial Rentals	\$ 1950.00	\$ 0.00	\$ 1950.00	\$ 146.25
D. Transient Rentals	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
E. Food & Beverage Vending	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		5. Total Amount of Tax Collected		\$ 321.54
		6. Less Lawful Deductions		\$ 0.00
		7. Total Tax Due		\$ 321.54
		8. Less Est Tax Pd/DOR Cr Memo		\$ 0.00
		9. Plus Est. Tax Due Current Month		\$ 0.00
		10. Amount Due		\$ 321.54
		11. Less Collection Allowance		\$ 0.00
		12. Plus Penalty		\$ 0.00
		13. Plus Interest		\$ 0.00
		14. Amount Due with Return		\$ 321.54

Check here if donating collection allowance to education  [What is this?](#)

### NOTE

Lines 11, 12, and 13 must be entered by you.

You can claim a collection allowance or enter penalty and interest, but *not* both. Click the checkbox to donate your collection allowance to education.

Click the checkbox again to de-select it and enter the collection allowance.

\$50 is the minimum penalty allowed.

**Some fields are mandatory. If you click Next without completing them, error messages display in blue, at the bottom. More than one error may display. Correct error(s). Scroll down.**

Need help with lines 15a - 15d? Try our Discretionary Sales Surtax [Worksheet](#)

15(a). Exempt Amount of Items Over \$5,000 (included in Column 3) <sup>?</sup>	15(a). \$	<input type="text" value="0.00"/>
15(b). Other Taxable Amounts <b>NOT</b> Subject to Surtax (included in Column 3) <sup>?</sup>	15(b). \$	<input type="text" value="0.00"/>
15(c). Amounts Subject to Surtax at a <b>Rate DIFFERENT</b> than Your County Surtax Rate (included in Column 3) <sup>?</sup>	15(c). \$	<input type="text" value="0.00"/>
15(d). Total Amount of Discretionary Sales Surtax Collected (included in Column 4) <sup>?</sup>	15(d). \$	<input type="text" value="0.00"/>
16. Total Enterprise Zone Jobs Credits (included in Line 6)	16. \$	<input type="text" value="0.00"/>
17. Taxable Sales/Untaxed Purchases of <b>Electric Power or Energy</b> (included in Line A)	17. \$	<input type="text" value="0.00"/>
18. Taxable Sales/Untaxed Purchases of <b>Dyed Diesel Fuel</b> (included in Line A)	18. \$	<input type="text" value="0.00"/>
19. Taxable Sales from <b>Amusement Machines</b> (included in Line A)	19. \$	<input type="text" value="0.00"/>
20. Rural and/or Urban High Crime area <b>Job Tax Credits</b>	20. \$	<input type="text" value="0.00"/>
21(a). Scholarship Fund Credit	21(a). \$	<input type="text" value="0.00"/>
21(b) Film and Entertainment Industry Credit	21(b). \$	<input type="text" value="0.00"/>
21(c) Economic Energy Zone Credit	21(c). \$	<input type="text" value="0.00"/>
21. Total <b>Authorized Credits</b>	21. \$	<input type="text" value="0.00"/>

**- Line 15d (Total Surtax Amounts Collected) should be greater than zero if any tax was collected. Your county rate is NOT zero.**

Click Delete to clear all return information entered. Then click Yes, to return to the menu and make a new selection.

**NOTE**

Errors should be corrected. Warnings will let you continue without correction but **you may get a bill later.**

**If you need help with lines 15a-15d, you may open a worksheet.**

Need help with lines 15a - 15d? Try our Discretionary Sales Surtax [Worksheet](#)

15(a). Exempt Amount of Items Over \$5,000 (included in Column 3) <sup>?</sup>	15(a). \$	<input type="text" value="0.00"/>
15(b). Other Taxable Amounts <b>NOT</b> Subject to Surtax (included in Column 3) <sup>?</sup>	15(b). \$	<input type="text" value="0.00"/>
15(c). Amounts Subject to Surtax at a <b>Rate DIFFERENT than</b> Your County Surtax Rate (included in Column 3) <sup>?</sup>	15(c). \$	<input type="text" value="0.00"/>
15(d). Total Amount of Discretionary Sales Surtax Collected (included in Column 4) <sup>?</sup>	15(d). \$	<input type="text" value="0.00"/>
16. Total Enterprise Zone Jobs Credits (included in Line 6)	16. \$	<input type="text" value="0.00"/>
17. Taxable Sales/Untaxed Purchases of <b>Electric Power or Energy</b> (included in Line A)	17. \$	<input type="text" value="0.00"/>
18. Taxable Sales/Untaxed Purchases of <b>Dyed Diesel Fuel</b> (included in Line A)	18. \$	<input type="text" value="0.00"/>
19. Taxable Sales from <b>Amusement Machines</b> (included in Line A)	19. \$	<input type="text" value="0.00"/>
20. Rural and/or Urban High Crime area <b>Job Tax Credits</b>	20. \$	<input type="text" value="0.00"/>
21(a). Scholarship Fund Credit	21(a). \$	<input type="text" value="0.00"/>
21(b) Film and Entertainment Industry Credit	21(b). \$	<input type="text" value="0.00"/>
21(c) Economic Energy Zone Credit	21(c). \$	<input type="text" value="0.00"/>
21. Total <b>Authorized Credits</b>	21. \$	<input type="text" value="0.00"/>

**NOTE**

If you enter a collection allowance, and it is not correct, the collection allowance *will* auto-correct when you move to a new field or click Next.

Enter data in the worksheet. Click Validate to check your calculations.  
Click Back to Return.

[DOR Home](#)   [e-Services Home](#)   [Print Page](#)   [Contacts](#)   [Logout](#)  
[Sales Tax - Click for Help](#)  
[DR-15 Instructions](#)   User ID:

Discretionary Sales Surtax Worksheet

Certificate Number      Collection Period  
     

Location Address

Contact Information  
 Name  
 Phone  
 Email

Include all taxable amounts from line 3A (Taxable Sales/Services) and 3B (Taxable Purchases) on the return in the grid below:

	Sales NOT subject to county surtax 0%	.15%	.5%	.75%	1%	1.25%	1.5%
Taxable Amount (Sales/Purchase)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>
County Surtax Amount Due	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>

The taxable amounts entered on lines 3C, 3D, and 3E on the return have been pre-populated below. Please verify that is correct. If not, please click on "Back to Return" to make changes. The county surtax amount due is calculated using the surtax rate of the location of the property or machine(s) registered under this certificate number.

Commercial Rentals	Taxable Amount	\$ <input type="text" value="1,950.00"/>	County Surtax Amount Due	\$ <input type="text"/>
Transient Rentals	Taxable Amount	\$ <input type="text" value="0.00"/>	County Surtax Amount Due	\$ <input type="text" value="0.00"/>
Food & Beverage Vending	Taxable Amount	\$ <input type="text" value="0.00"/>	County Surtax Amount Due	\$ <input type="text" value="0.00"/>
Exempt amount of single sales over \$5,000.00	Taxable Amount	\$ <input type="text"/>		

If at any time you would like to EXIT the worksheet and return to the tax return, click on Cancel.

## If additional corrections are needed, click Back to Return.

Include all taxable amounts from line 3A (Taxable Sales/Services) and 3B (Taxable Purchases) on the return in the grid below:

	Sales NOT subject to county surtax 0%	.25%	.5%	.75%	1%	1.25%	1.5%
Taxable Amount (Sales/Purchase)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
County Surtax Amount Due	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The taxable amounts entered on lines 3C, 3D, and 3E on the return have been pre-populated below. Please verify that is correct. If not, please click on "Back to Return" to make changes. The county surtax amount due is calculated using the surtax rate of the location of the property or machine(s) registered under this certificate number.

	Taxable Amount	County Surtax Amount Due
Commercial Rentals	\$ 1950.00	\$ 0.00
Transient Rentals	\$ 0.00	\$ 0.00
Food & Beverage Vending	\$ 0.00	\$ 0.00
Exempt amount of single sales over \$5,000.00	\$ 0.00	

If at any time you would like to EXIT the worksheet and return to the tax return, click on Cancel.

Total of Taxable Amounts plus exempt amount of single sales over \$5,000.00 on the worksheet is less than the total of Column 3 (taxable amount) on the return. Would you like to:

[Make Changes to Return](#) 
[Make Changes to Worksheet](#) 
[Make NO Changes and Proceed](#)

Cancel

Validate

Back to Return



**Scroll down. Click Next.**

Need help with lines 15a - 15d? Try our Discretionary Sales Surtax [Worksheet](#)

15(a). Exempt Amount of Items Over \$5,000 (included in Column 3) <sup>?</sup>	15(a). \$	<input type="text" value="0.00"/>
15(b). Other Taxable Amounts NOT Subject to Surtax (included in Column 3) <sup>?</sup>	15(b). \$	<input type="text" value="0.00"/>
15(c). Amounts Subject to Surtax at a Rate DIFFERENT than Your County Surtax Rate (included in Column 3) <sup>?</sup>	15(c). \$	<input type="text" value="1000.00"/>
15(d). Total Amount of Discretionary Sales Surtax Collected (included in Column 4) <sup>?</sup>	15(d). \$	<input type="text" value="56.51"/>
16. Total Enterprise Zone Jobs Credits (included in Line 6)	16. \$	<input type="text" value="0.00"/>
17. Taxable Sales/Untaxed Purchases of Electric Power or Energy (included in Line A)	17. \$	<input type="text" value="0.00"/>
18. Taxable Sales/Untaxed Purchases of Dyed Diesel Fuel (included in Line A)	18. \$	<input type="text" value="0.00"/>
19. Taxable Sales from Amusement Machines (included in Line A)	19. \$	<input type="text" value="0.00"/>
20. Rural and/or Urban High Crime area Job Tax Credits	20. \$	<input type="text" value="0.00"/>
21(a). Scholarship Fund Credit	21(a). \$	<input type="text" value="0.00"/>
21(b). Film and Entertainment Industry Credit	21(b). \$	<input type="text" value="0.00"/>
21(c). Economic Energy Zone Credit	21(c). \$	<input type="text" value="0.00"/>
21. Total Authorized Credits	21. \$	<input type="text" value="0.00"/>

Delete

Back to Menu

Save and Submit Later

Next



**Review this page. From this point forward, you will see a note reminding you whether or not you chose to donate your collection allowance to education.  
Scroll down.**

[DOR Home](#)   [e-Services Home](#)   [Print Page](#)   [Contacts](#)   [Logout](#)  
 Sales Tax - [Click for Help](#)

User ID: DR-15

Original Return

**Certificate Number**                      **Collection Period**  
                                     

**Location Address**

**Contact Information**

Name

Phone

Email

Florida	1. Gross Sales	2. Exempt Sales	3. Taxable Amount	4. Tax Collected
A. Sales/Services	\$ 2150.45	\$ 0.00	\$ 2150.45	\$ 175.29
B. Taxable Purchases			\$ 0.00	\$ 0.00
C. Commercial Rentals	\$ 1950.00	\$ 0.00	\$ 1950.00	\$ 146.25
D. Transient Rentals	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
E. Food & Beverage Vending	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
			5. Total Amount of Tax Collected	\$ 321.54
			6. Less Lawful Deductions	\$ 0.00
			7. Total Tax Due	\$ 321.54
			8. Less Est Tax Pd/DOR Cr Memo	\$ 0.00
			9. Plus Est. Tax Due Current Month	\$ 0.00
			10. Amount Due	\$ 321.54
			11. Less Collection Allowance	\$ 0.00
			12. Plus Penalty	\$ 0.00
			13. Plus Interest	\$ 0.00
			14. Amount Due with Return	\$ 321.54

**You have chosen not to donate your collection allowance to education.**

# Click Enter Payment.

You have the option to submit a return only.

<b>Payment you have authorized</b>		321.54
15(a). Exempt Amount of Items Over \$5000 (included in Column 3)	15(a). \$	0.00
15(b). Other Taxable Amounts NOT Subject to Surtax (included in Column 3)	15(b). \$	0.00
15(c). Amounts Subject to Surtax at a Rate DIFFERENT than Your County Surtax Rate (included in Column 3)	15(c). \$	1000.00
15(d). Total Amount of Discretionary Sales Surtax Collected (included in Column 4)	15(d). \$	56.51
16. Total Enterprise Zone Jobs Credits (included in Line 6)	16. \$	0.00
17. Taxable Sales/Untaxed Purchases of Electric Power or Energy (included in Line A)	17. \$	0.00
18. Taxable Sales/Untaxed Purchases of Dyed Diesel Fuel (included in Line A)	18. \$	0.00
19. Taxable Sales from Amusement Machines (included in Line A)	19. \$	0.00
20. Rural and/or Urban High Crime area Job Tax Credits	20. \$	0.00
21(a). Scholarship Fund Credit	21(a). \$	0.00
21(b). Film and Entertainment Industry Credit	21(b). \$	0.00
21(c). Economic Energy Zone Credit	21(c). \$	0.00
21 Other Authorized Credits	21. \$	0.00

## NOTE

If you plan to complete file and/or pay today, always choose the button that moves you forward.

Use buttons at the bottom of the page to:

- Go Back to Return.
- Save and Submit Later.
- Submit Return Only
- Enter Payment.



**Some information will carry forward. Verify all information, including the check amount.  
If there is an error, scroll down and click Back to Return, at the bottom.  
Click the calendar next to Debit Date.  
Click a date on the calendar, to select it.  
Click ◀ or ▶ to move from month to month.  
The debit date is the date you want funds withdrawn from your bank account.**

The screenshot shows a web form for a payment. At the top, there are two fields: "Certificate Number" and "Collection Period" with the value "05/2012". Below this is a "Location Address" field. The main section is titled "Debit Date:" and includes a "Select a date" button with a calendar icon. A calendar pop-up is open, showing "June 2012" with the 7th day highlighted. To the right of the calendar is a text input field containing ".54". Below the calendar are several other form fields: "Enter Amount for Check:" (with a dollar sign and ".54"), "Bank Routing Number:", "Bank Account Number:", "Retype Bank Account Number:", "Bank Account Type:" (with a "Select" dropdown), "Corporate/Personal:" (with a "Select" dropdown), and "Name on Bank Account:". At the bottom of the form, there is a "Correct if Necessary." link and a disclaimer: "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 1-800-352-3874".

## NOTE

The debit date cannot be today or any gray or blue date. Only bank days can be selected (black, bolded dates).

You can file now, then select a future date to schedule your payment.

Click ? for more information.

## You have 2 options for entering bank information.

### Location Address

Debit Date:

Enter Amount for Check: \$

Check here to use Bank info on file with DOR.  
Or complete the following information

Bank Routing Number:

Bank Account Number:

Retype Bank Account Number:

Bank Account Type:

Corporate/Personal:

Name on Bank Account:

Correct if Necessary.

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 1-800-352-3671 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.

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.

1 – Click the checkbox to use your bank information already on file with the Department. **This is the preferred method.**

OR

2 – Type complete bank information.

**When you elect to use your bank information on file with the Department, those fields are grayed out. The bank account number has leading asterisks and only the last four digits of the number display.**

Location Address

Debit Date:	<input type="text" value="Jun 20, 2012"/>
Enter Amount for Check:	\$ <input type="text" value="321"/> <input type="text" value="54"/>
	<input checked="" type="checkbox"/> Check here to use Bank info on file with DOR. Or complete the following information
Bank Routing Number:	<input type="text"/>
Bank Account Number:	<input type="text"/>
Retype Bank Account Number:	<input type="text"/>
Bank Account Type:	<input type="text" value="Checking"/>
Corporate/Personal:	<input type="text" value="Corporate"/>
Name on Bank Account:	<input type="text"/>

Correct if Necessary.

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 1-800-352-3671 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.

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.

**When you elect to type bank information,  
the full bank account number displays in black with no asterisks.  
If you neglect to provide required information in the correct format,  
error messages display in blue. Correct any errors.**

Debit Date:

Enter Amount for Check: \$

Check here to use Bank info on file with DOR.  
Or complete the following information

Bank Routing Number:

Bank Account Number:

Retype Bank Account Number:

*Account Number does not match.*

Bank Account Type:  ▼

Corporate/Personal:  ▼

Name on Bank Account:

Correct if Necessary.

---

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 1-800-352-3671 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.

---

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.

**NOTE**

The bank account number must be entered twice to help prevent typing errors.

Click down arrows and click a bank account type to select it (checking or savings *and* corporate or personal). Scroll down.

Debit Date:  Jun 20, 2012 

Enter Amount for Check: \$

Check here to use Bank info on file with DOR.  
Or complete the following information

Bank Routing Number: 

Bank Account Number: 

Retype Bank Account Number:

Bank Account Type:   

Corporate/Personal:

Name on Bank Account:

Correct if Necessary.

---

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 1-800-352-3671 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.

---

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.

Click the checkbox to use *payment* contact information on file with the Department, or type a signature, phone number, and email address. Click Next.

Bank Routing Number: 	<input type="text"/>
Bank Account Number: 	<input type="text" value="12345678"/>
Retype Bank Account Number:	<input type="text" value="12345678"/>
Bank Account Type:	<input type="text" value="Checking"/>
Corporate/Personal:	<input type="text" value="Corporate"/>
Name on Bank Account:	<input type="text"/>
Correct if Necessary.	
<p>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 1-800-352-3671 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.</p>	
<p>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.</p>	
<input checked="" type="checkbox"/> Check here to use Payment contact info on file with DOR.	
Signature:	<input type="text"/>
Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
EEmail Address:	<input type="text"/>
<input type="button" value="Back to Return"/> <input type="button" value="Save and Submit Later"/> <input type="button" value="Next"/>	

**NOTE**

If you change contact information at this point, the change will display on the confirmation page.

# Review return and payment information. Scroll down.

## Review information before submitting!

Original Return 

Certificate Number

Collection Period

	05/2012
--	---------

Location Address

### Contact Information

Name

Phone

Email

Debit Date:	6/20/2012
Amount for Check:	\$321.54
Bank Routing Number:	
Bank Account Number:	12345678
Bank Account Type:	Checking
Corporate/Personal:	Corporate
Name on Bank Account:	

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 1-800-352-3671 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.

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.

Signature:

Phone Number:

EMail Address:

**This is your last opportunity to make changes. Scroll down.**

Signature:

Phone Number:

E-Mail Address:

Florida	1. Gross Sales	2. Exempt Sales	3. Taxable Amount	4. Tax Collected
A. Sales/Services	\$ 2150.45	\$ 0.00	\$ 2150.45	\$ 175.29
B. Taxable Purchases			\$ 0.00	\$ 0.00
C. Commercial Rentals	\$ 1950.00	\$ 0.00	\$ 1950.00	\$ 146.25
D. Transient Rentals	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
E. Food & Beverage Vending	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		5. Total Amount of Tax Collected		\$ 321.54
		6. Less Lawful Deductions		\$ 0.00
		7. Total Tax Due		\$ 321.54
		8. Less Est Tax Pd/DOR Cr Memo		\$ 0.00
		9. Plus Est. Tax Due Current Month		\$ 0.00
		10. Amount Due		\$ 321.54
You have chosen not to donate your collection allowance to education.		11. Less Collection Allowance		\$ 0.00
		12. Plus Penalty		\$ 0.00
		13. Plus Interest		\$ 0.00
		14. Amount Due with Return		\$ 321.54
15(a). Exempt Amount of Items Over \$5000 (included in Column 3)			15(a). \$	0.00
15(b). Other Taxable Amounts NOT Subject to Surtax (included in Column 3)			15(b). \$	0.00



**If you are satisfied with information displayed,  
click Submit.**

<b>Payment you have authorized</b>		<b>\$321.54</b>
15(a). Exempt Amount of Items Over \$5000 (included in Column 3)	15(a). \$	0.00
15(b). Other Taxable Amounts NOT Subject to Surtax (included in Column 3)	15(b). \$	0.00
15(c). Amounts Subject to Surtax at a Rate DIFFERENT than Your County Surtax Rate (included in Column 3)	15(c). \$	1000.00
15(d). Total Amount of Discretionary Sales Surtax Collected (included in Column 4)	15(d). \$	56.51
16. Total Enterprise Zone Jobs Credits (included in Line 6)	16. \$	0.00
17. Taxable Sales/Untaxed Purchases of Electric Power or Energy (included in Line A)	17. \$	0.00
18. Taxable Sales/Untaxed Purchases of Dyed Diesel Fuel (included in Line A)	18. \$	0.00
19. Taxable Sales from Amusement Machines (included in Line A)	19. \$	0.00
20. Rural and/or Urban High Crime area Job Tax Credits	20. \$	0.00
21(a). Scholarship Fund Credit	21(a). \$	0.00
21(b). Film and Entertainment Industry Credit	21(b). \$	0.00
21(c). Economic Energy Zone Credit	21(c). \$	0.00
21 Other Authorized Credits	21. \$	0.00

Back to Return

Back to Payment

Save and Submit Later

Submit



See the confirmation page.  
Scroll down.

MyFlorida.com  
State of Florida  
Department of Revenue

DOR Home e-Services Home Print Page Contacts Logout  
Sales Tax - Click for Help

User ID: Original Return  
DR-15

**Access Source:**  
**Confirmation Number:** [Click Here for Survey](#)

Certificate Number	Collection Period	Confirm Date and Time
	05/2012	06/07/2012 2:32:09 PM ET

Location Address

**Contact Information**

Name   
Phone   
Email

Debit Date:	6/20/2012
Amount for Check:	\$321.54
Bank Routing Number:	063000047
Bank Account Number:	12345678
Bank Account Type:	Checking
Corporate/Personal:	Corporate
Name on Bank Account:	

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 1-800-352-3671 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.

I hereby authorize the Department of Revenue to process this ACH transaction and to debit the checking account identified

Your Access Source indicates how you accessed the filing application.  
(User ID/Password or Certificate Number/Business Partner)

A survey link provides the opportunity to give feedback.

#### NOTE

From this page, you cannot go back to make changes to the return or payment.

## Scroll down.

purpose of funding this payment, please do not proceed and contact the Florida Department of Revenue at 1-800-352-3671 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.

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

Signature:

Phone Number:

EMail Address:

	Florida	1. Gross Sales	2. Exempt Sales	3. Taxable Amount	4. Tax Collected
A. Sales/Services		\$ 2150.45	\$ 0.00	\$ 2150.45	\$ 175.29
B. Taxable Purchases				\$ 0.00	\$ 0.00
C. Commercial Rentals		\$ 1950.00	\$ 0.00	\$ 1950.00	\$ 146.25
D. Transient Rentals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
E. Food & Beverage Vending		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
				5. Total Amount of Tax Collected	\$ 321.54
				6. Less Lawful Deductions	\$ 0.00
				7. Total Tax Due	\$ 321.54
				8. Less Est Tax Pd/DOR Cr Memo	\$ 0.00
				9. Plus Est. Tax Due Current Month	\$ 0.00
				10. Amount Due	\$ 321.54
<b>You have chosen not to donate your collection allowance to education.</b>				11. Less Collection Allowance	\$ 0.00
				12. Plus Penalty	\$ 0.00
				13. Plus Interest	\$ 0.00
				14. Amount Due with Return	\$ 321.54

**Save as PDF or print confirmation.  
Click Back to Menu for additional activity on the same account.**

		Payment you have authorized	321.54
15(a). Exempt Amount of Items Over \$5000 (included in Column 3)	15(a). \$	0.00	
15(b). Other Taxable Amounts NOT Subject to Surtax (included in Column 3)	15(b). \$	0.00	
15(c). Amounts Subject to Surtax at a Rate DIFFERENT than Your County Surtax Rate (included in Column 3)	15(c). \$	1000.00	
15(d). Total Amount of Discretionary Sales Surtax Collected (included in Column 4)	15(d). \$	56.51	
16. Total Enterprise Zone Jobs Credits (included in Line 6)	16. \$	0.00	
17. Taxable Sales/Untaxed Purchases of Electric Power or Energy (included in Line A)	17. \$	0.00	
18. Taxable Sales/Untaxed Purchases of Dyed Diesel Fuel (included in Line A)	18. \$	0.00	
19. Taxable Sales from Amusement Machines (included in Line A)	19. \$	0.00	
20. Rural and/or Urban High Crime area Job Tax Credits	20. \$	0.00	
21(a). Scholarship Fund Credit	21(a). \$	0.00	
21(b). Film and Entertainment Industry Credit	21(b). \$	0.00	
21(c). Economic Energy Zone Credit	21(c). \$	0.00	
21 Other Authorized Credits	21. \$	0.00	



# Payment Only

(ex. Notice of tax action, audit payment, additional payment, returned item re-payment)

Click Other Sales and Use Tax Payments for additional activity on the same account and follow steps outlined in slides 18-23.

**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)

View Cancelled Submission(s)

Update e-Services Profile

Check for Bills

Change Business Address and/or Account Status

Click Amended DR-15, to amend a return *already submitted*. An amended return will replace your original return. **Remember**, on line 14, enter Amount Due, Amount Previously Paid, and/or Additional Amount Due.

14. Amount Due with Return	\$	<input type="text" value="0.00"/>
Amount Previously Paid		<input type="text" value="0.00"/>
Additional Amount Due		<input type="text" value="0.00"/>



## Click Reprint Confirmation Page(s).

**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)

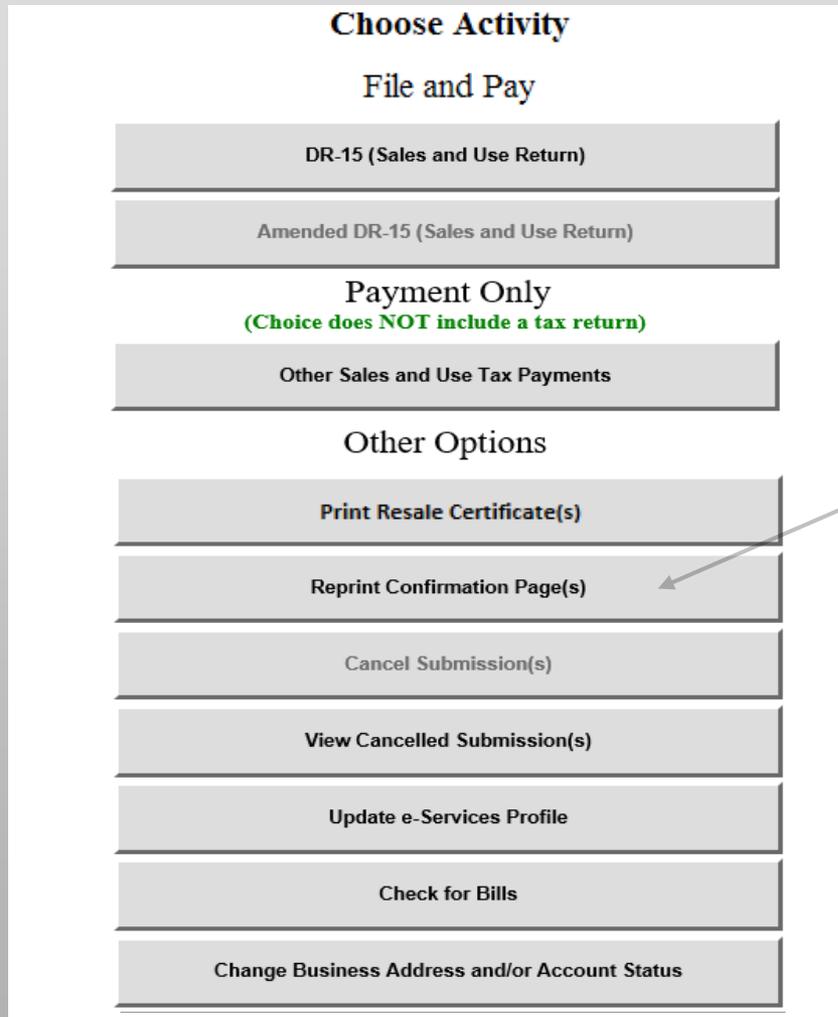
Cancel Submission(s)

View Cancelled Submission(s)

Update e-Services Profile

Check for Bills

Change Business Address and/or Account Status



Click the blue confirmation number you wish to reprint.

MyFlorida.com  
**my** State of Florida  
**Department of Revenue**

[DOR Home](#) [e-Services Home](#) [Print Page](#) [Contacts](#) [Logout](#)  
Sales Tax - [Click for Help](#)

User ID:

Choose Confirmation Number to Reprint					
Collection Period	Type	Confirmation Number	Amount	Filing Type	Return Type
05/2012	DR15	<a href="#">120607XXXXXX</a>	\$321.54	File and Pay	Original

[Back to Menu](#)

**NOTE**

The first six digits of the confirmation number is the date the submission was confirmed.

See the confirmation reprint page.  
 Scroll down to the bottom. Save as PDF or print confirmation.  
 Click Back to Menu for additional activity on the same account.

MyFlorida.com  
**my** State of Florida  
**Department of Revenue**

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

Sales Tax - [Click for Help](#)   User ID: \_\_\_\_\_

Original Return

**Access Source:**  
**Confirmation Number:** DR-15

Certificate Number	Collection Period	Confirm Date and Time
	05/2012	06/07/2012 2:32:09 PM ET

[Location Address](#)

[Contact Information](#)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Debit Date:	6/20/2012
Amount for Check:	\$321.54
Bank Routing Number:	
Bank Account Number:	12345678
Bank Account Type:	Checking
Corporate/Personal:	Corporate
Name on Bank Account:	

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 1-800-352-3671 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.

## Click Cancel Submission(s).

### 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)

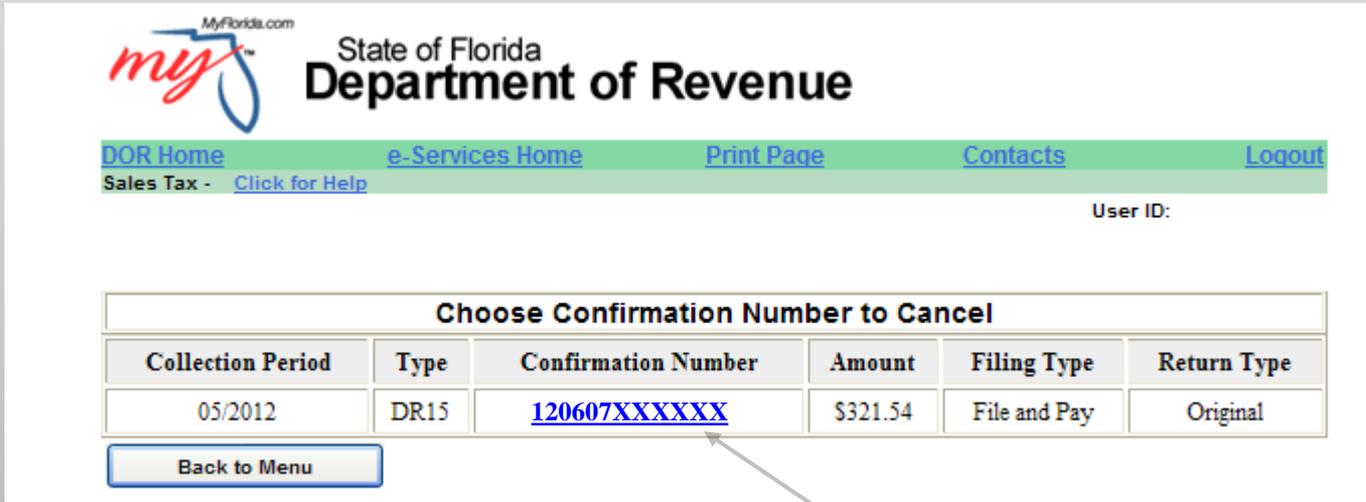
View Cancelled Submission(s)

Update e-Services Profile

Check for Bills

Change Business Address and/or Account Status

To cancel a submission, including warehoused payments, you must do so before 5:00pm, ET on the same day you filed. Click a blue confirmation number to select it.



The screenshot shows the State of Florida Department of Revenue website. At the top left is the 'myFLORIDA.com' logo. The header includes 'State of Florida Department of Revenue'. A green navigation bar contains links for 'DOR Home', 'e-Services Home', 'Print Page', 'Contacts', and 'Logout'. Below this is a 'Sales Tax - Click for Help' link and a 'User ID:' field. The main content area features a table titled 'Choose Confirmation Number to Cancel'. The table has six columns: 'Collection Period', 'Type', 'Confirmation Number', 'Amount', 'Filing Type', and 'Return Type'. A single row is visible with the following data: '05/2012', 'DR15', '120607XXXXXX' (underlined in blue), '\$321.54', 'File and Pay', and 'Original'. Below the table is a 'Back to Menu' button. A grey arrow points from the '120607XXXXXX' confirmation number to the 'NOTE' on the right side of the slide.

Collection Period	Type	Confirmation Number	Amount	Filing Type	Return Type
05/2012	DR15	<a href="#">120607XXXXXX</a>	\$321.54	File and Pay	Original

**NOTE**

When you cancel a submission, BOTH the return and payment are cancelled.

Click YES to cancel a submission.

The screenshot shows the State of Florida Department of Revenue website. At the top left is the 'myflorida.com' logo. To its right is the text 'State of Florida Department of Revenue'. Below this is a green navigation bar with links for 'DOR Home', 'e-Services Home', 'Print Page', 'Contacts', and 'Logout'. Under 'DOR Home' is a link for 'Sales Tax - Click for Help'. On the right side of the page, there is a 'User ID:' label. The main content area features a bold heading 'Confirm Cancellation of Submission' followed by the question 'Delete Submission?'. Below the question is a blue underlined link '120607XXXXXX'. At the bottom of the dialog are two buttons: 'NO' and 'YES'. A grey arrow points from the right side of the image towards the 'YES' button.

**When you cancel submissions, that option is grayed out on the menu.  
Click View Cancelled Submission(s).**

**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)

View Cancelled Submission(s)

Update e-Services Profile

Check for Bills

Change Business Address and/or Account Status

**NOTE**

You can view cancelled submissions for the current month and 5 months back.



See the cancelled submission.  
Click Back to Menu.



State of Florida  
**Department of Revenue**

[DOR Home](#)   [e-Services Home](#)   [Print Page](#)   [Contacts](#)   [Logout](#)  
Sales Tax - [Click for Help](#)

User ID: AF1499236101

**View Cancelled Submission(s)**

Collection Period	Type	Confirmation Number	Amount	Filing Type	Return Type
05/2012	DR15	120607XXXXXX	\$321.54	File and Pay	Original

[Back to Menu](#)



**Click Update e-Services Profile to view or to update your information on file with the Department.**

**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)

View Cancelled Submission(s)

Update e-Services Profile

Check for Bills

Change Business Address and/or Account Status



Click Check for Bills.

Note: To pay bills, you have the option to use a credit card.

**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)

View Cancelled Submission(s)

Update e-Services Profile

Check for Bills

Change Business Address and/or Account Status



Or, click [Change Business Address and/or Account Status.](#)

**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)

View Cancelled Submission(s)

Update e-Services Profile

Check for Bills

Change Business Address and/or Account Status

Please complete a short survey by clicking on the SURVEY button.

SURVEY

