

ENROLLING IN ONLINE SERVICES TO PAY FLORIDA STATE SALES TAX

1. The following information is needed to enroll in Online Services to pay Florida State Sales Tax:
 - a. Taxpayer ID Number (certificate number) – Each school has its own number.
 - b. Federal Employer Identification Number – 59-6000764
 - c. Contact person's name, address, e-mail address, phone number, and fax number.
 - d. The checking account bank routing/transit number.
 - e. The checking account number.
2. Go to <http://www.myflorida.com/dor/eservices/>.
3. Choose Enroll (under **DOR Online-Services**).
4. Choose Enroll New Accounts (under **Begin Online Application**).
5. Choose Start a New Enrollment.
6. Proceed as instructed.
7. When asked about the payment method, choose "Internet File and Pay ACH Debit."
Note: This will be a debit to the school's checking account, just like a check card. It is not an automatic draft; the State of Florida can only debit the school's account when the sales tax return is filed and the debit is authorized.
8. Once enrollment is complete, please notify Julie Perry in Finance.