

REGISTERING TO PAY FLORIDA STATE SALES TAX

1. Go to <http://www.myflorida.com/dor/eservices/>.
2. Choose Register to collect and/or pay tax (under **DOR Online-Services**).
3. Choose Online Tax Registration and then “press” the green GO button in the left column.
4. The Registration Determination process will begin.
 - a. Business Activity - Under “Do you or will you . . .” check:
“Purchase items that were not taxed by the seller at time of purchase?”
(There will be more than one box with the title Business Activity. Keep clicking *Next* until the proper box is found.)
 - b. Business Structure – Click “Government Agency.”
 - c. Registration Determination – The list should only contain “Sales and Use Tax.”
5. The Registration Process has four steps. The beginning information is listed below.
 - a. Enter FEIN: 59-6000764
 - b. Enter Fiscal Year Ending Date: June 30
 - c. Enter Products Purchased for Resale: Fundraiser items, student items.
6. In Step 1 – Reason for Registration, choose the following:
 - a. New Business Entity
 - b. Beginning Date of Business Activity – Enter the first day of the next month
7. In Step 1 – About this Registration, enter the School’s Name for trade, fictitious, or location name.
8. In Step 2 – Primary Business Activity, enter the following codes:
 - a. NAICS Code 61111 Elementary and Secondary Schools
 - b. SIC Code 8211 Elementary and Secondary Schools
9. Three days after registering, go back to the Registration page to look up the school’s certificate number online.
10. Once the school has its certificate number, it is time to enroll in Online Services.
11. Send a copy of the school’s registration certificate to Julie Perry in Finance.