PAYING FLORIDA SALES AND USE TAX

**For the state of Florida:**

**Go to:**

<https://ritx-fl-sales.bswa.net/(S(2plzcn55wodtdvnq2y0mgb55))/Login.aspx>

USER ID = **AF1573862001**

Password = **14935028**

**Enter the gross receipts and the tax collected. Deduct the .025% of the tax collected as a collection allowance… ($30 max on $1,200) so for example $431 tax = $11.28 allowance.**

**Follow along always electing use info on file with them.**

**Save a pdf of the finalized tax return with a name of floridatax-q??-YYYY**

**As an example floridatax-q3-2012**

**Save it all also the FLORIDATAX directory on the cloud.**

**NEXT for Collier County.**

**Print the file in the FLORIDA TAX folder called colliertaxform.jpg if you are asked to “fit Picture to Frame” say NO.**

**If asked for quality say 600x600 or good quality so you don’t lose color sharpness etc.**

**Fill it out. Enter the gross amount and the tax at 4%the collection period, the grand total and sign and date it. Scan it back into the computer and save it in the FLORIDA TAX folder with a name such as colliertax-q??-YYYY**

**Next go to bankof America and pay the tax Make sure to add the memo:**

|  |  |
| --- | --- |
| **Memo:** | **ATT SANDI TOURIST TAX 11173** |
|  |  |

**Email the scanned form and the confirmation fro bank of America showing the amount and memo**

**To: Email it to: Sandy Kulekowskis SKulekowsk@colliertax.com**