**Electronic Audit Payment**

Registered taxpayers (tax obligation is in active status) may remit audit payments electronically using the payment only option offered in the DOR file and pay applications. They may login using their user ID and password (if enrolled) or alternative credentials (if not enrolled).

**FYI:**

* **It is very important that the taxpayer contact the auditor or in some cases the collector to provide the confirmation information.**
* Discovery Assessment (4000\*\*\*\*\*) payments cannot be made electronically.
* Taxpayers who are registered with a filing frequency other than monthly, may not have their ending audit period as an option for the collection period. This can be corrected upon receipt of the payment assuming the auditor or collector is aware of the payment.

**Instructions for Submitting a Payment Only for SUT**

1. Go to: [www.myflorida.com/dor](http://www.myflorida.com/dor)
2. Click “File and Pay”, which is located underneath the “eServices” heading located at the top, center of the page.
3. Click “Sales and use tax”, this is the first option underneath the heading, “Step 3: E-file and e-pay taxes and fees using the Department’s website”.
4. Enter the user ID and password or alternative credentials (certificate # & BP).
5. Click, “Login”.
6. Read the Bulletin Board if you would like to.
7. Click, ”Next”.
8. Select the tax for which the audit payment is being made.
9. Click, “Other Sales & Use Tax Payment”.
10. Select the Collection Period from the drop down (ending audit period date).
11. Select the “Payment Type” (Audit Payment).
12. Enter the audit number.
13. Select Debit Date (the date funds will be withdrawn).
14. Enter payment amount.
15. Either indicate “use bank info on file” or enter routing and bank account numbers.
16. Select Bank Account Type (checking or savings).
17. Select Personal or Corporate.
18. Either indicate “use payment contact info on file” or enter contact info.
19. Click Next.
20. Review Information.
21. If correct, click “Submit”. If not, click “Back to Payment”, make corrections, and return to #19.
22. Save or print confirmation page for records and to provide to the auditor/collector.