Florida Tax Credit Scholarship Program
Motor Vehicle Sales Tax Credit
Contributions Received by an Eligible Nonprofit Scholarship-Funding Organization

FLORIDA — DEPARTMENT OF REVENUE

Report contributions received electronically.
It's fast and secure.
Review the instructions for more information.

Name of Organization:_____

Reporting Period:_____ _____
Month   Year

Contact Person Name:_____
Telephone Number: _____
Email Address: _____

Name of Motor Vehicle Dealer, Tag Agent, or Tax Collector	Federal Employer Identification Number (FEIN)	Sales Tax Certificate Number (when no FEIN is available)	Contribution Amount	Date Contribution Received MM/DD/YY	Payment Receipt Number

Instructions

Contribution Report

Each eligible nonprofit scholarship-funding organization participating in the Florida Tax Credit Scholarship Program (Program) is required to report to the Florida Department of Revenue (Department) the contributions received under the Program each reporting period. The report is due to the Department on or before the 20th day of the month following the month of collection. If the 20th falls on a Saturday, Sunday, or a state or federal holiday, the report must be received on the first business day following the 20th.

Electronically Filing Your Report

The easiest way for an organization to submit reports to the Department is electronically using secure file transfer protocol (SFTP). The Department will assist you in establishing a user account (user name and password) to transfer reports to the Department's SFTP server:

Host: DORXFER.STATE.FL.USPort:22

Protocol: SFTP – SSH File Transfer Protocol

To establish a user account, send an email to **RevenueAccounting@floridarevenue.com** containing the following:

- Request to establish SFTP server account with the Department for purposes of the Florida Tax Credit Scholarship Program;
- Name of your eligible nonprofit scholarship-funding organization; and
- Contact person's name, phone number, and email address.

The Department will provide you a user name and password, a folder where your files will be uploaded or retrieved, and instructions for naming your reports.

For technical assistance with the SFTP server, email **OpconAdmins@floridarevenue.com**.

Mailing Your Report

If you are unable to file your report electronically, mail your report to:

Revenue Accounting
Florida Department of Revenue
PO Box 6609
Tallahassee, FL 32314-6609

Contact Information

For additional information regarding the Florida Tax Credit Scholarship Program, contact Revenue Accounting by:

Phone: 850-617-8586
Fax: 850-410-2526
Email: **RevenueAccounting@floridarevenue.com**