



# **Florida Tax Certificate Verification Mobile App User Guide**

**App Versions 1.7.0 and 1.8.2 – Released August 2018**

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## Description

Use the **FL Tax-Verify** mobile app to verify a purchaser's Florida sales and use tax resale or exemption certificate is valid before making tax-exempt sales. To use **FL Tax-Verify**, dealers must be registered to collect Florida sales and use tax and have a valid resale certificate. **FL Tax-Verify** is designed for dealers who transact business away from the office or the computer.

## Features

This app offers features that make it easier to keep track of Florida tax-exempt sales when a dealer is away from the business location. It allows dealers to:

- Store their own resale certificate number in the app for future reference
- Enter their customers' certificate numbers to verify
- Store a history record which includes customers' names, certificate numbers, date and time verified, verification response and the transaction authorization code, if valid
- Email the history report from within the app for the dealer's permanent records

## OS Compatibility

This app is optimized for use on these operating system platforms and versions:

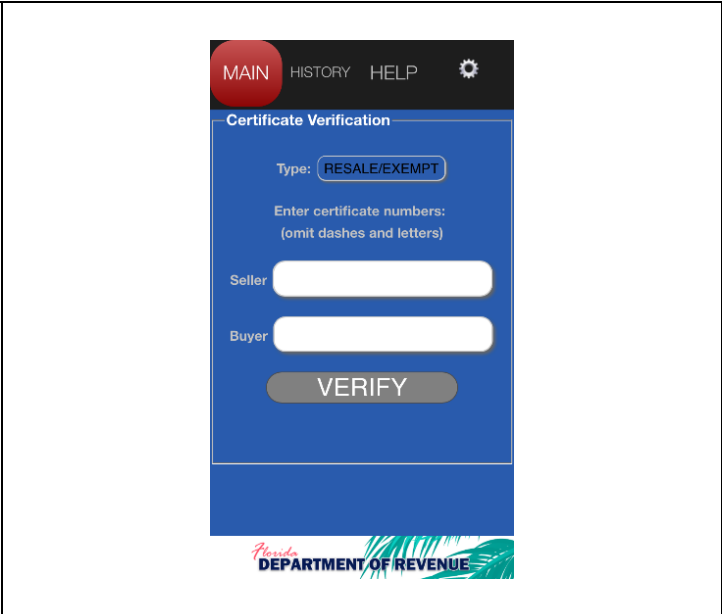
- Android phones and tablets running Android OS 4.4 (API level 19) and higher
  - Store Listing: <https://play.google.com/store/apps/details?id=fdor.fltax>
- Apple iPhone, iPad, and iPod touch running iOS 9.0.0 and higher
  - Store Listing: <https://itunes.apple.com/us/app/fl-tax/id895816929?ls=1&mt=8>

## How to Use the App

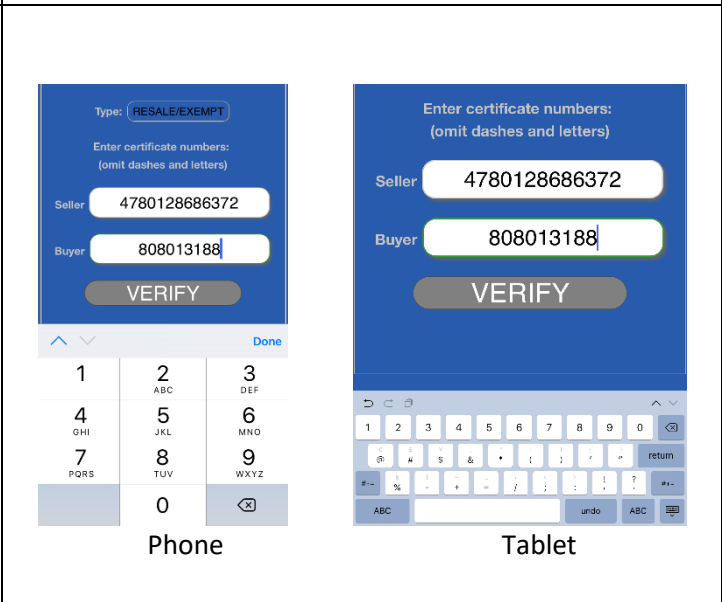
This app is made up of two functional screens (Main and History) and two support screens (Help and Settings). The following pages provide a description of these screens and the actions to use the app.

**Main Screen** - From this screen the user selects the type of **Florida** tax certificate to be verified and enters certificate numbers to verify. The verification responses are displayed on this screen.

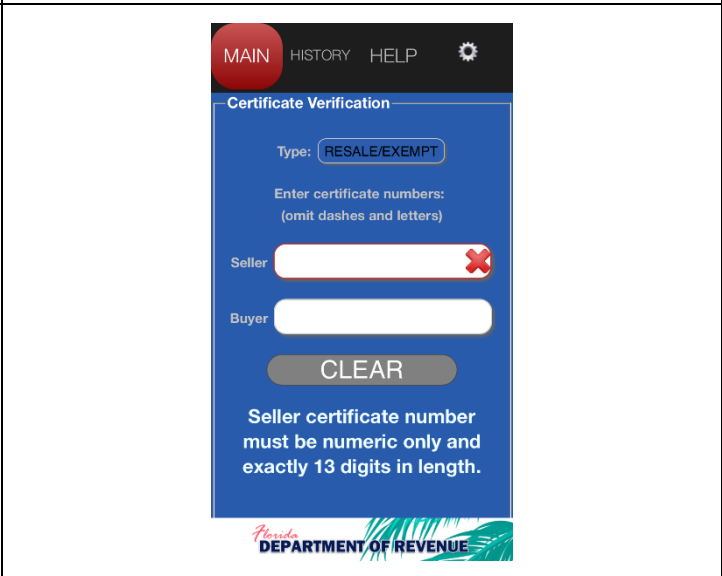
- **Type** - Choose the certificate type to verify. Currently, the only choice in the *Type* dropdown menu is Resale/Exemption. Future enhancements will include additional certificate types.
- **Seller** - Enter the dealer’s 13-digit Florida sales tax certificate number, without dashes, in the **Seller** field. Once validated, this number is stored in this field for future use unless the user clears it or turns off the setting. This number is validated each time the app is used to verify a customer’s certificate number.
- **Buyer** - Enter the customer’s Florida sales tax or tax exemption certificate number, without dashes or letters, in the **Buyer** field.
- Touch **Verify**. Both certificates are verified. An immediate response is received containing a transaction authorization number if the certificate is valid, or a message if it is not.



- When the Seller or Buyer field is touched, the 10-key keypad will display. A tablet will display a QWERTY keyboard with numbers and symbols turned on.
- Depending on your device’s operating system, you may also see other navigational function buttons:
  - “>” or “Next” moves the cursor to the next field
  - “<” or “Prev.” moves the cursor to the previous field
  - backspace deletes the character left of the cursor
  - or “Done” hides the keypad; touching the blue background will also hide the keypad
- Once both the 13-digit Seller and Buyer certificate numbers are entered, touch **Verify**.

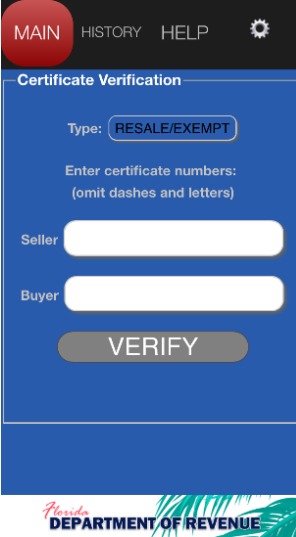


- If a Seller certificate number is not entered, or not entered correctly, a red X-mark (✖) will display in the Seller field, and an error message will display at the bottom of the screen.
- Note the *Verify* button becomes the *Clear* button when an error or response message is displayed.
- Touch **Clear** to delete the error message and reset the Seller field.



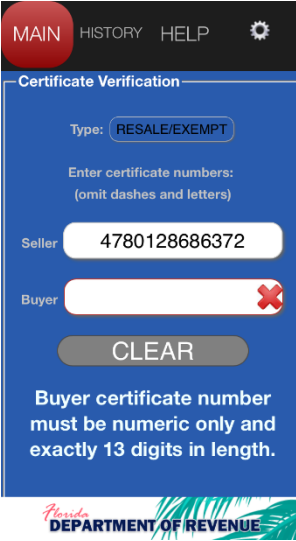
## Main Screen > Verifying Certificate Numbers

- Enter both the seller and buyer certificate numbers and touch **Verify**.



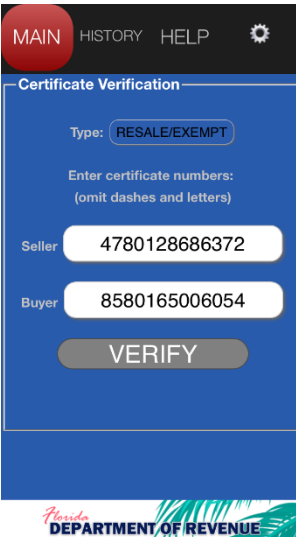
The screenshot shows the 'Certificate Verification' screen. At the top, there are navigation options: 'MAIN' (highlighted in red), 'HISTORY', 'HELP', and a settings gear icon. Below the title, there is a 'Type:' dropdown menu set to 'RESALE/EXEMPT'. Underneath, it says 'Enter certificate numbers: (omit dashes and letters)'. There are two input fields: 'Seller' and 'Buyer', both of which are currently empty. A 'VERIFY' button is positioned below the input fields. At the bottom of the screen is the Florida Department of Revenue logo.

- If a Buyer certificate number is not entered, or not entered correctly, a red X-mark (✖) will display in the Buyer field, and an error message will display at the bottom of the screen.
- The **Verify** button becomes the **Clear** button when an error or response message is displayed.
- Touch **Clear** to delete the error message and reset the Buyer field.




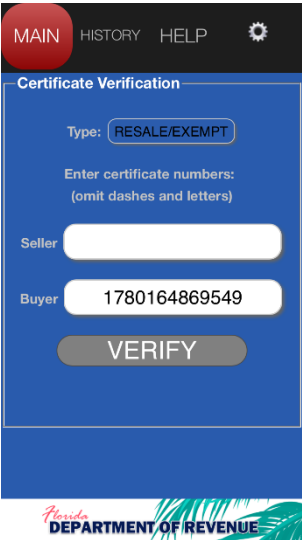
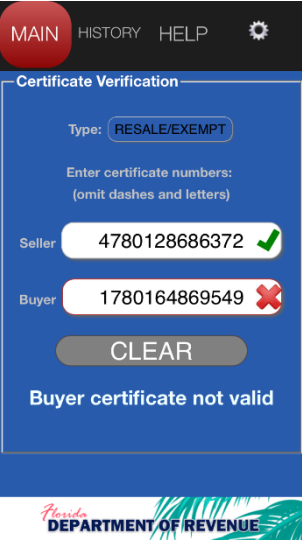
The screenshot shows the 'Certificate Verification' screen with an error. The 'Seller' field now contains the number '4780128686372'. The 'Buyer' field is empty and has a red 'X' mark next to it. The 'VERIFY' button has changed to a 'CLEAR' button. Below the input fields, an error message reads: 'Buyer certificate number must be numeric only and exactly 13 digits in length.' The Florida Department of Revenue logo is at the bottom.

- Re-enter the Buyer certificate number and touch **Verify**.

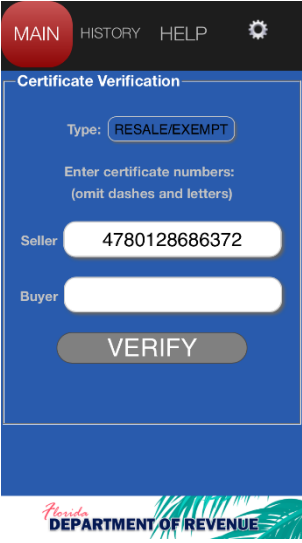
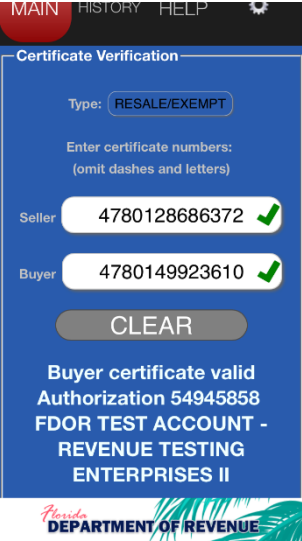
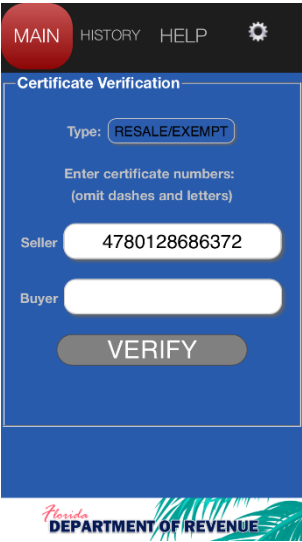


The screenshot shows the 'Certificate Verification' screen with both fields filled. The 'Seller' field contains '4780128686372' and the 'Buyer' field contains '8580165006054'. The 'VERIFY' button is visible below the fields. The Florida Department of Revenue logo is at the bottom.

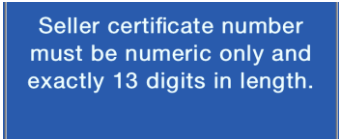
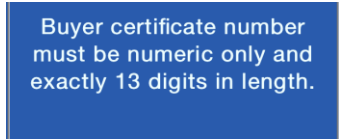


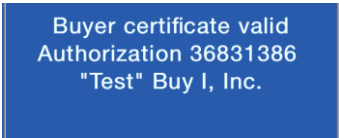
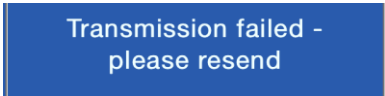
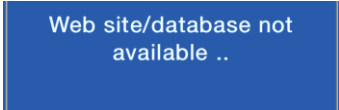
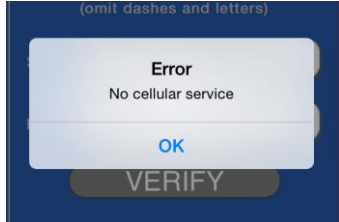
## Main Screen > Verifying Certificate Numbers (continued)

<ul style="list-style-type: none"><li>• The Seller certificate must be valid before a Buyer certificate can be verified. If the Seller certificate number is not valid, the Buyer certificate number will not be verified.</li><li>• If the Seller certificate number is not valid, a red X-mark (✘) will display in the Seller field, and a response message will display at the bottom of the screen.</li><li>• Check the number. If it was entered correctly, and you believe the message to be in error, contact the Department.</li><li>• If it was entered incorrectly, touch <b>Clear</b> to delete the error message and reset the Seller field.</li></ul>	 <p>The screenshot shows the 'Certificate Verification' screen. At the top, there are navigation options: MAIN (highlighted in red), HISTORY, HELP, and a settings gear icon. Below the title, the 'Type' is set to 'RESALE/EXEMPT'. A prompt asks to 'Enter certificate numbers: (omit dashes and letters)'. The 'Seller' field contains the number '8080164869639' with a red X-mark to its right. The 'Buyer' field contains the number '1780164869549'. A 'CLEAR' button is visible, and at the bottom, a message reads 'Seller certificate not valid'. The Florida Department of Revenue logo is at the bottom.</p>
<ul style="list-style-type: none"><li>• Re-enter the Seller certificate number and touch <b>Verify</b>.</li></ul>	 <p>The screenshot shows the 'Certificate Verification' screen. The 'Seller' field is now empty. The 'Buyer' field still contains '1780164869549'. The 'VERIFY' button is now visible, and the 'CLEAR' button is no longer present. The Florida Department of Revenue logo is at the bottom.</p>
<ul style="list-style-type: none"><li>• A valid Seller number is designated by a green checkmark (✓) in the Seller field.</li><li>• If the Buyer certificate is not valid, a red X-mark (✘) will display in the Buyer field, and a response message will display at the bottom of the screen.</li><li>• Check the number. If it was entered correctly, and the buyer believes the message to be in error, the buyer should contact the Department.</li><li>• If it was entered incorrectly, touch <b>Clear</b> to delete the error message and reset the Buyer field.</li></ul>	 <p>The screenshot shows the 'Certificate Verification' screen. The 'Seller' field now contains the number '4780128686372' with a green checkmark to its right. The 'Buyer' field contains the number '1780164869549' with a red X-mark to its right. A 'CLEAR' button is visible, and at the bottom, a message reads 'Buyer certificate not valid'. The Florida Department of Revenue logo is at the bottom.</p>

Main Screen > Verifying Certificate Numbers (continued)

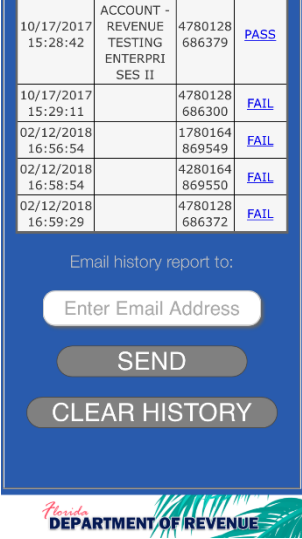
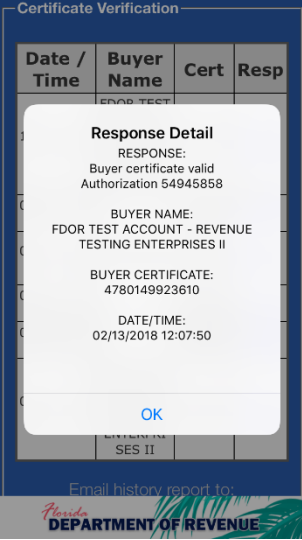
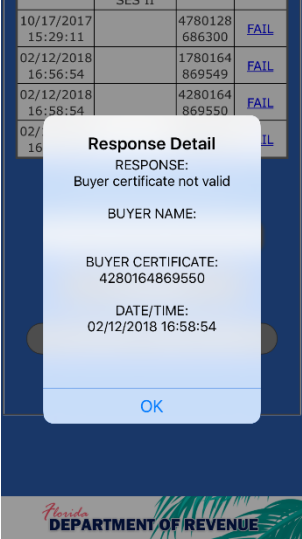
<ul style="list-style-type: none"> <li>• Re-enter the Buyer certificate number and touch Verify.</li> </ul>	
<ul style="list-style-type: none"> <li>• When the Seller and Buyer certificates are both valid, a green checkmark (✔) is displayed in each field, and a response message displays on the screen.</li> <li>• This response message states that the Buyer certificate is valid, and contains the transaction Authorization number needed for the Seller’s records. It is followed by the name of the Buyer, as found in the Department’s records. This information is stored within the app in the history report.</li> <li>• Touch Clear to reset the Buyer field for the next verification.</li> <li>• Always look for the colored visual cues (✔ or ✘) to quickly determine the certificate numbers that are valid, not valid, or are not formatted correctly.</li> </ul>	
<ul style="list-style-type: none"> <li>• The app will store and display the most recently validated Seller certificate number for ease of use when verifying subsequent Buyer certificate numbers.</li> <li>• This option can be turned off on the Settings screen.</li> </ul>	

**Main Screen > Messages Defined** – There are eight potential messages (Error or Response) that will be displayed once the user touches **Verify**. They are each illustrated and explained below.

<p><b>Error</b></p>  <p><b>Seller certificate number must be numeric only and exactly 13 digits in length</b> – the number was not entered, it was entered with dashes or letters, or was not 13 digits.</p>	<p><b>Error</b></p>  <p><b>Buyer certificate number must be numeric only and exactly 13 digits in length</b> – the number was not entered, it was entered with dashes or letters, or was not 13 digits.</p>
<p><b>Response</b></p>  <p><b>Seller certificate not valid</b> – the seller’s annual resale certificate, as entered, is not valid for making sales; check the number and re-enter; if you believe this response is in error, contact the Department (850-488-6800).</p>	<p><b>Response</b></p>  <p><b>Buyer certificate not valid</b> – the buyer’s resale or exemption certificate is not valid for making tax-exempt purchases; the seller must charge sales tax on the transaction; if the buyer believes this response is in error, the buyer should contact the Department (850-488-6800).</p>
<p><b>Response</b></p>  <p><b>Buyer certificate valid</b> – the buyer’s resale or exemption certificate is valid; the transaction authorization number and the buyer’s name will be stored in the history report; keep this number for your records.</p>	<p><b>Error</b></p>  <p><b>Transmission failed-please resend</b> – an error occurred, and the data was not sent; please try again.</p>
<p><b>Error</b></p>  <p><b>Web site/database not available</b> – the app could not connect with Revenue; try the inquiry again; if this error persists, you must obtain for your records a copy of your customer’s <i>Florida Annual Resale Certificate</i> or <i>Consumer’s Certificate of Exemption</i> to document tax-exempt sales; otherwise, you must charge sales tax on the transaction.</p>	<p><b>Error</b></p>  <p><b>No cellular service</b> – you are in an area where access to your mobile phone carrier is not available; no service. This message will also display on a WI-FI only device that is not connected to a wireless network.</p>

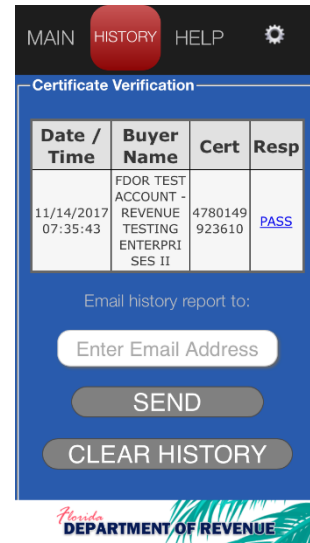


**History Screen** – On this screen the user can view the verification response report, open each response to view the detailed information, email the report, and clear the history from the memory of the device.

<ul style="list-style-type: none"> <li>• The verification response report is displayed on the History screen.</li> <li>• The report displays the date and time of verification, the Buyer’s name, certificate number, and the verification response (Pass or Fail).</li> <li>• The Buyer name is not returned or displayed when the response is <i>Buyer certificate not valid</i> (Fail).</li> <li>• The report is sorted in chronological order. As the report grows, swipe the screen up or down to navigate through the report.</li> <li>• Touching the <a href="#">PASS</a> or <a href="#">FAIL</a> link in the Response column will display the Response Detail, which includes the transaction authorization number.</li> </ul>	 <p>The screenshot shows a table with columns for Date/Time, Buyer Name, Cert, and Resp. The first row shows a 'PASS' response for an account on 10/17/2017. Below the table is a form to 'Email history report to:' with an input field for 'Enter Email Address', a 'SEND' button, and a 'CLEAR HISTORY' button. The Florida Department of Revenue logo is at the bottom.</p>
<ul style="list-style-type: none"> <li>• If <a href="#">PASS</a>, the Response Detail screen displays: <ul style="list-style-type: none"> <li>▪ the Response Message (Buyer certificate valid)</li> <li>▪ the Authorization number</li> <li>▪ the Buyer name from Revenue’s records</li> <li>▪ the verified Buyer Certificate number</li> <li>▪ the Date/Time of the verification inquiry</li> </ul> </li> </ul>	 <p>The screenshot shows a 'Response Detail' dialog box with the following information: RESPONSE: Buyer certificate valid, Authorization 54945858; BUYER NAME: FDOR TEST ACCOUNT - REVENUE TESTING ENTERPRISES II; BUYER CERTIFICATE: 4780149923610; DATE/TIME: 02/13/2018 12:07:50. An 'OK' button is at the bottom. The Florida Department of Revenue logo is at the bottom.</p>
<ul style="list-style-type: none"> <li>• If <a href="#">FAIL</a>, the Response Detail screen displays: <ul style="list-style-type: none"> <li>▪ the Response Message (Buyer certificate not valid)</li> <li>▪ <b>No</b> Authorization number</li> <li>▪ <b>No</b> Buyer name</li> <li>▪ the Buyer Certificate number entered</li> <li>▪ the Date/Time of the verification inquiry</li> </ul> </li> </ul>	 <p>The screenshot shows a 'Response Detail' dialog box with the following information: RESPONSE: Buyer certificate not valid; BUYER NAME: (blank); BUYER CERTIFICATE: 4280164869550; DATE/TIME: 02/12/2018 16:58:54. An 'OK' button is at the bottom. The Florida Department of Revenue logo is at the bottom.</p>

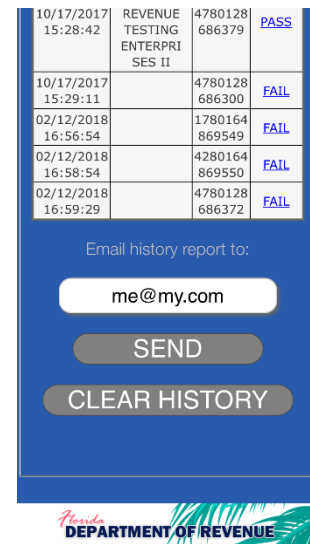
## History Screen (continued)

- From the History screen, the user can send the report via email or clear the history from the device's memory.

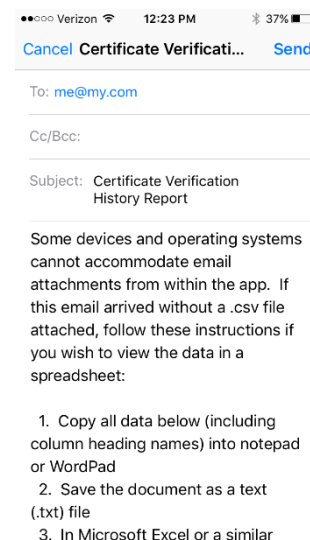


### Emailing history report

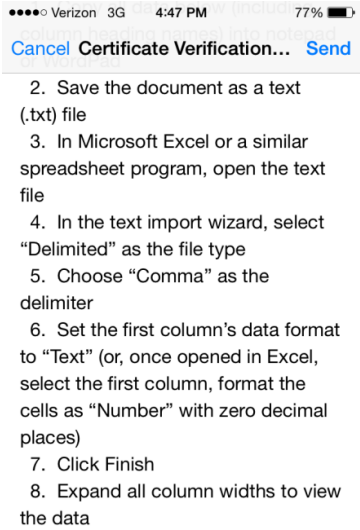
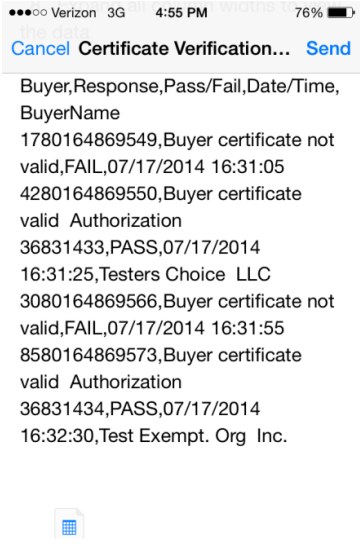
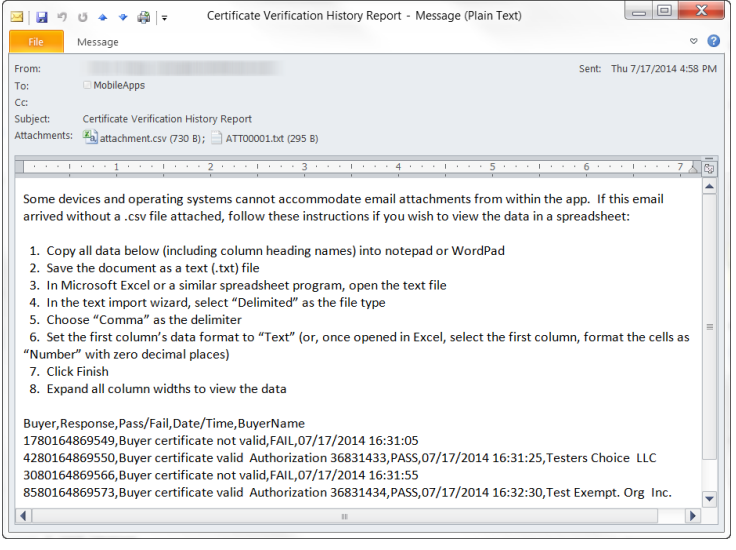
- Enter the email address to which the report will be sent.
- Touch **Send**.



- The device's email app is opened, and the *Compose Message* screen is displayed.
- From Android and iOS devices, a .csv file will be attached to the email message
- The message will contain instructions for converting the data to a spreadsheet.
- The message will also contain the history report data.

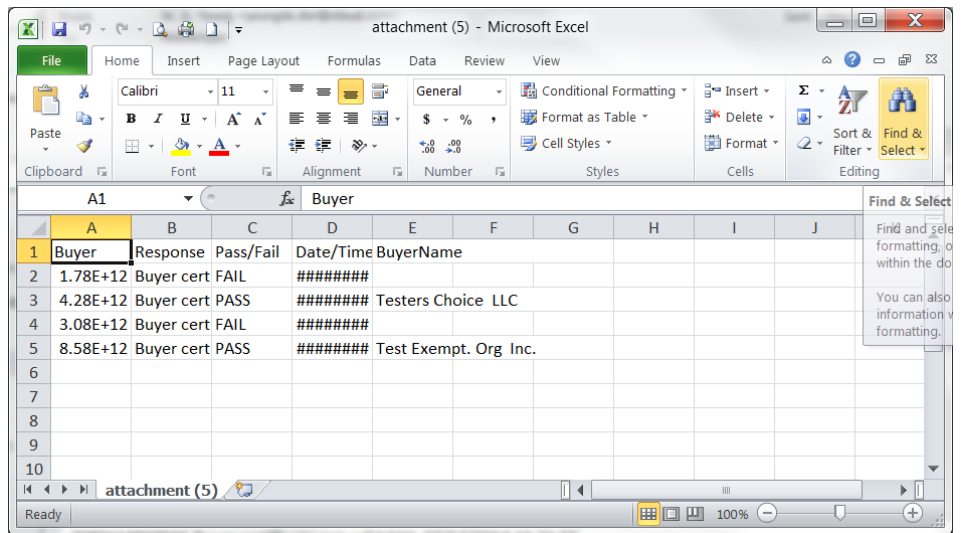


History Screen > Sending the report via email

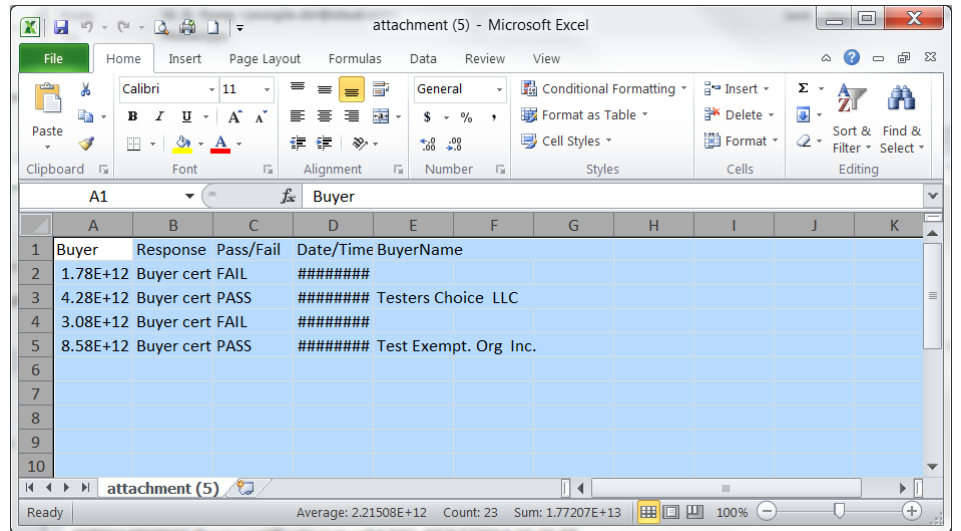
<ul style="list-style-type: none"> <li>Data conversion instructions.</li> </ul>	 <ol style="list-style-type: none"> <li>2. Save the document as a text (.txt) file</li> <li>3. In Microsoft Excel or a similar spreadsheet program, open the text file</li> <li>4. In the text import wizard, select "Delimited" as the file type</li> <li>5. Choose "Comma" as the delimiter</li> <li>6. Set the first column's data format to "Text" (or, once opened in Excel, select the first column, format the cells as "Number" with zero decimal places)</li> <li>7. Click Finish</li> <li>8. Expand all column widths to view the data</li> </ol>
<ul style="list-style-type: none"> <li>History report data in comma separated values (csv) format.</li> <li>Attachment is visible (Android and iOS devices).</li> <li>The email is ready to be sent.</li> <li>Touch <b>Send</b>.</li> </ul>	 <p>Buyer,Response,Pass/Fail,Date/Time, BuyerName  1780164869549,Buyer certificate not valid,FAIL,07/17/2014 16:31:05  4280164869550,Buyer certificate valid Authorization  36831433,PASS,07/17/2014 16:31:25,Testers Choice LLC  3080164869566,Buyer certificate not valid,FAIL,07/17/2014 16:31:55  8580164869573,Buyer certificate valid Authorization  36831434,PASS,07/17/2014 16:32:30,Test Exempt. Org Inc.</p>
<ul style="list-style-type: none"> <li>Arriving email – report is attached; data conversion instructions; history report data is included.</li> </ul>	 <p>Some devices and operating systems cannot accommodate email attachments from within the app. If this email arrived without a .csv file attached, follow these instructions if you wish to view the data in a spreadsheet:</p> <ol style="list-style-type: none"> <li>1. Copy all data below (including column heading names) into notepad or WordPad</li> <li>2. Save the document as a text (.txt) file</li> <li>3. In Microsoft Excel or a similar spreadsheet program, open the text file</li> <li>4. In the text import wizard, select "Delimited" as the file type</li> <li>5. Choose "Comma" as the delimiter</li> <li>6. Set the first column's data format to "Text" (or, once opened in Excel, select the first column, format the cells as "Number" with zero decimal places)</li> <li>7. Click Finish</li> <li>8. Expand all column widths to view the data</li> </ol> <p>Buyer,Response,Pass/Fail,Date/Time,BuyerName  1780164869549,Buyer certificate not valid,FAIL,07/17/2014 16:31:05  4280164869550,Buyer certificate valid Authorization 36831433,PASS,07/17/2014 16:31:25,Testers Choice LLC  3080164869566,Buyer certificate not valid,FAIL,07/17/2014 16:31:55  8580164869573,Buyer certificate valid Authorization 36831434,PASS,07/17/2014 16:32:30,Test Exempt. Org Inc.</p>

## History Screen > Formatting and saving the spreadsheet attachment

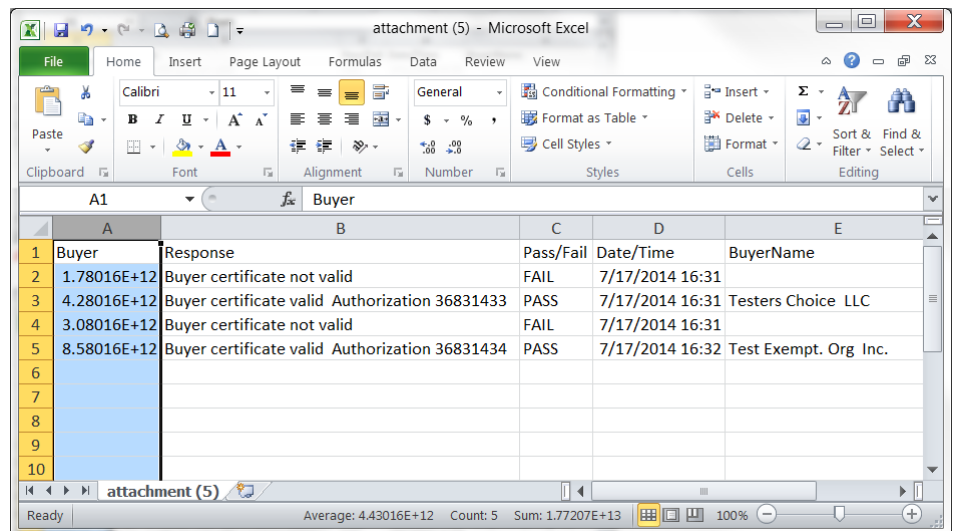
- Open the attached .csv file in a spreadsheet program such as Excel.
- Column A contains the 13-digit buyer certificate numbers; it will need to be formatted as a number.



- Select all cells by clicking the grey box above the row numbers and to the left of the column headers.
- Double-click the column header between Columns A and B to expand all columns to fit content.

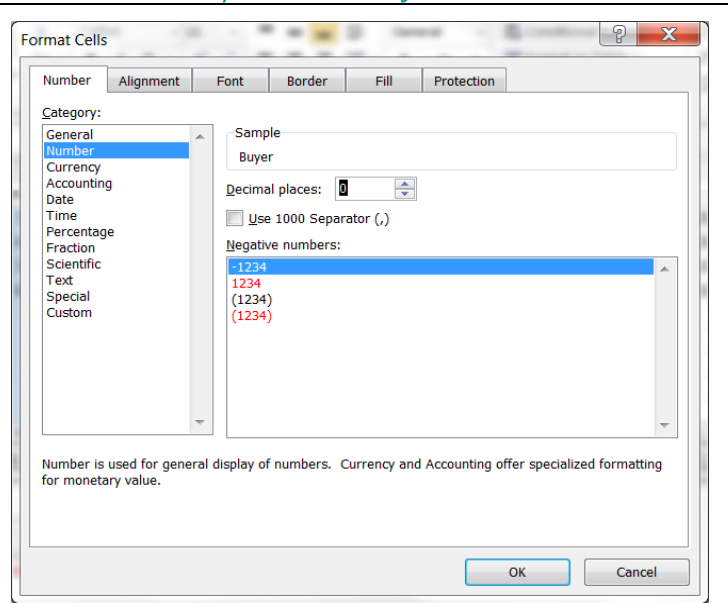


- Select Column A by clicking on the column header.
- Right-click and select "Format Cells..."

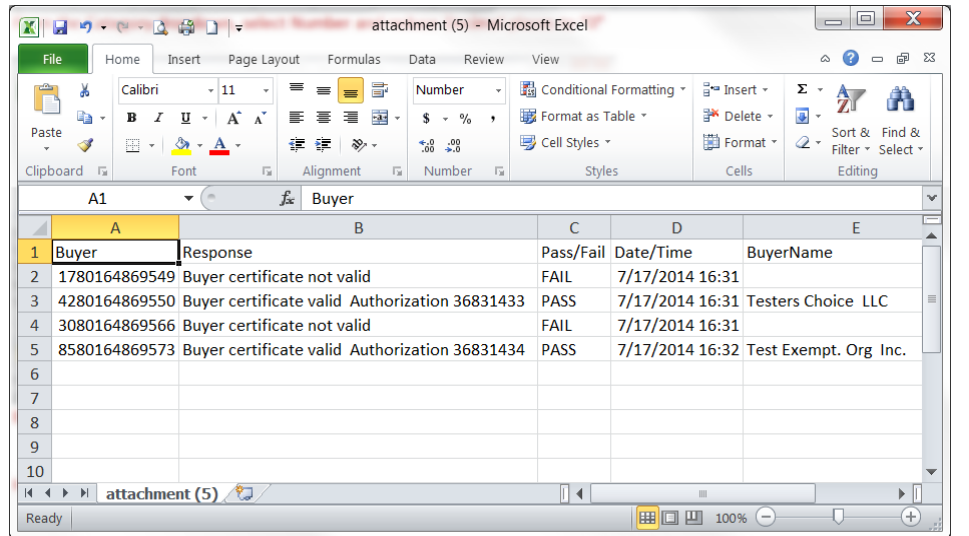


History Screen > Formatting and saving the spreadsheet attachment/Clear History

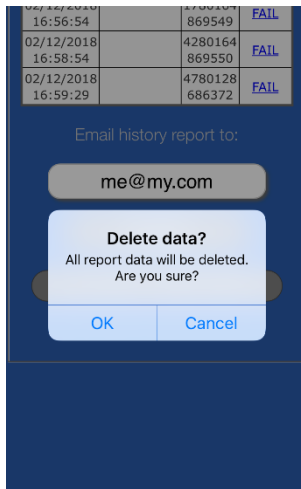
- From the Category dropdown list, select “Number.”
- Reduce Decimal places to “0.”
- Click OK.



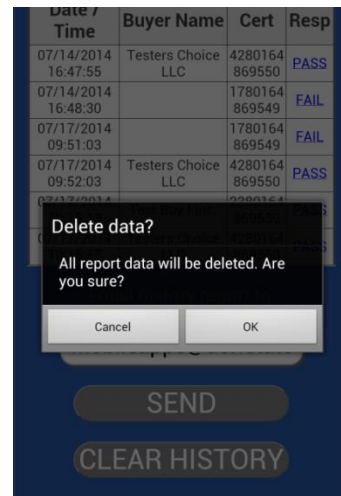
- Buyer certificate column is now properly formatted to display all 13 digits.
- Spreadsheet is ready for saving.



Clear History



iOS

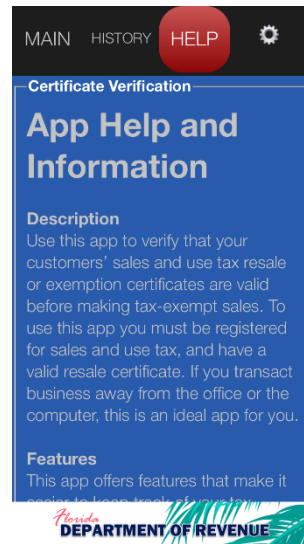


Android

## Help Screen

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- Responses
- History Screen
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  - Call 877 FL Resale (877-357-3725) 8-5 ET, M-F
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### Features

This app offers features that make it easier to keep track of your tax-exempt sales when you're away from your business location. It allows you to:

- Store your own resale certificate number in the app for future reference
- Key your customers' certificate numbers to verify
- Store a history record which includes customers' names, certificate numbers, date and time verified, verification response and the transaction authorization code
- Email the history record from within the app for your permanent records

### How to Use the App

#### Main Screen

- Type - Choose the certificate type



### How to Use the App

#### Main Screen

- Type - Choose the certificate type you are verifying. Currently, the only choice in the Type dropdown menu is Resale/Exemption.

- Seller - Enter your resale certificate number, without dashes, in the Seller field. Your number will be stored in this field for future use unless you clear it or turn the setting off. Your number will be validated each time you verify a customer's certificate number.

- Buyer - Enter your customer's 13-digit resale or exemption certificate number, without dashes or letters, in the Buyer field.

- Click the Verify button. Both certificates will be verified. You'll immediately receive a response containing a transaction authorization



### Responses

- Seller certificate not valid – the seller's annual resale certificate, as entered, is not valid for making sales; check the number and re-enter; if you believe this is in error, contact the Department.

- Buyer certificate valid – the buyer's resale or exemption certificate is valid; the transaction authorization number and the buyer's name will be stored in the history report; keep this number for your records.

- Buyer certificate not valid – the buyer's resale or exemption certificate is not valid for making tax-exempt purchases; you must charge sales and use tax on the transaction; if the buyer believes this is in error, they should contact the Department.
- Transmission failed-please resend – an error occurred and the data was



- Please re-enter all data and resend – an error occurred and some of the required data was not sent; please re-enter and resend.

- Web site/database not available – the app could not connect with DOR; try the inquiry again; if this error persists, you must obtain for your records a copy of your customer's Annual Resale Certificate or Consumer's Certificate of Exemption to document tax-exempt sales; otherwise, you must charge sales and use tax on the transaction.

- No cellular service – you are in an area where service to your mobile phone carrier is not accessible.

### History Screen

- The verification response report is displayed on the History screen.

- The report displays the buyer's name, certificate number, the



verification response (Pass or Fail), and the Date/Time of verification.

- The report is sorted in chronological order.

- Touching the item in the Response column (Pass or Fail) will display the Response Detail, which includes the transaction authorization number.

- The report will be stored on your device as long as memory allows. You may email the report to yourself for permanent record-keeping, or you may clear the history.

- From most Android and iOS devices, the history report will accompany the email as a .csv attachment.

- The history report data is also included in the body of the email, along with instructions for conversion to a .csv file, if needed.

- When opening the history report



after you've emailed it, format the Buyer column as number cells with zero decimal places.

- File size limitation may be a factor when emailing the history report. To avoid size issues, email the report then clear the history on a regular basis.

### Help

- Send app feedback to [mobileapps@floridarevenue.com](mailto:mobileapps@floridarevenue.com)

- Visit the [Certificate Verification web portal](#) for web and telephonic certificate verification options



- Call 877 FL RESALE (877-357-3725) for assistance 8am – 5pm ET M-F

- If this app is non-functional for any reason, you must either verify the certificate using one of the other options described above, or obtain for your records a copy of your



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Also, e-mail addresses provided to Revenue's Child Support Enforcement program a.) by an applicant or recipient of its services, or b.) that will become part of the state parent locator service, are confidential and exempt from disclosure under sections 409.2579(1) and 409.2577, Florida Statutes, and may not be released pursuant to a public records request.</p> <p>Revenue will not intentionally collect any personal information from children under the age of thirteen (13) without parental consent, pursuant to the Children's Online Privacy Protection Act.</p> <p><b>Child Support Enforcement Program</b></p> <p>We collect social security numbers for purposes of identification in child support cases. The following laws govern the collection, use, or release of social security numbers for child support purposes:</p> <p>The Privacy Act of 1974 (Pub. L. 93-579, 7(a)-(b)).</p> <p>United States Code: Title 26, section 6103; Title 42, section 405, 652, 653, 653a, 654a, and 666.</p> <p>Code of Federal Regulations: Title 45, sections 303.7, 303.30, and 303.71.</p> <p>Florida Statutes: Sections 61.052, 61.13, 119.071, 402.308,</p>	<p>Florida Statutes: Sections 61.052, 61.13, 119.071, 402.308, 409.2557, 409.2558, 409.2563, 409.2567, 409.2572, 409.2576, 409.2577, 409.2579, 414.095, 455.213, 456.013, 548.021, 626.171, 741.04, 742.031, 742.032, 742.10, and 1012.56.</p> <p>Florida Administrative Code: Rules 12E-1.002, 12E-1.003, 12E-1.004, 12E-1.006, 12E-1.013, and 12E-1.026.</p> <p><b>General Tax Administration Program</b></p> <p>Social security numbers are used as unique identifiers for the administration of Florida's taxes. Social security numbers are confidential under sections 213.053 and 119.071, Florida Statutes, and not subject to disclosure as public records. The following laws govern the collection, use, or release of social security numbers for tax administration purposes:</p> <p>The Privacy Act of 1974 (Pub. L. 93-579, § 7(a)-(b)).</p> <p>United States Code: Title 26, sections 6103, 7213, and 7431.</p> <p>Code of Federal Regulations: Title 26, section 310.6103.</p> <p>Florida Statutes: Sections 119.07; 119.071; 119.0714; 198.015; 198.03; 198.08; 198.22; 198.29; 199.183; 199.202; 201.11; 201.133; 202.151; 202.17; 202.23; 202.30; 203.01; 206.02; 206.021; 206.022; 206.09; 206.095; 206.401; 206.404; 206.41; 206.485; 206.87; 206.8745; 206.877; 206.89; 206.97; 206.9835; 206.9865; 206.9915; 206.9931; 206.9942; 212.05; 212.08; 212.096; 212.097; 212.11; 212.12; 212.17; 212.18; 213.015; 213.053; 213.0535; 213.21; 213.28; 213.285; 213.255; 213.30; 213.34; 213.755; 215.26; 220.181; 220.21; 220.725; 376.70; 376.75; 403.718; 403.7185; 443.131; 443.163; 443.171; 443.1715; 538.09; 538.11; 538.25; 624.5092; and 681.117.</p> <p>Florida Administrative Code: Rule Chapter 12-22. Rules 12-6.001; 12-6.0015; 12-6.005; 12-6.030; 12-15.005; 12-18.002; 12-18.004; 12-24.004; 12-24.011; 12-25.011; 12-26.003; 12-26.008; 12A-1.060; 12A-1.061; 12A-1.091; 12A-1.097; 12A-1.107; 12A-12.003; 12A-16.004; 12A-17.003;</p>	<p>1.097; 12A-1.107; 12A-12.003; 12A-16.004; 12A-17.003; 12A-17.005; 12A-19.010; 12A-19.020; 12A-19.100; 12B-4.001; 12B-4.003; 12B-5.030; 12B-5.040; 12B-5.050; 12B-5.060; 12B-5.070; 12B-5.080; 12B-5.090; 12B-5.100; 12B-5.110 (Blenders); 12B-5.120; 12B-5.121; 12B-5.130; 12B-5.140; 12B-5.150; 12B-5.200; 12B-5.300; 12B-5.400; 12B-6.0021; 12B-11.005; 12B-12.005; 12C-1.0188; 12C-1.051; 12C-2.005; 12C-2.0115; 12C-3.0015; 12C-3.006; 12C-3.008; 12C-3.012; 60BB-2.023; 60BB-2.024; 60BB-2.025; 60BB-2.032; and 60BB-2.037.</p> <p><b>Unauthorized Use</b></p> <p>Revenue reserves the right to use any legally appropriate measures to prevent and investigate anyone attempting to modify, deface, delete or otherwise tamper with or abuse an agency website, server, database, information system or other agency technology asset. This website is monitored to ensure proper operation, to verify the functioning of applicable security features and for other like purposes. Anyone using this system expressly consents to such monitoring and is advised that if monitoring reveals evidence of possible criminal activity, system personnel may provide the evidence of such activity to law enforcement officials.</p> <p>Unauthorized attempts to upload or change information; to defeat or circumvent security features; or to utilize this system for other than its intended purposes are prohibited and violate Revenue policy and Florida Law under chapter 814, Florida Statutes. Revenue reserves the right to use any legally appropriate measures to prevent and investigate anyone attempting to modify, deface, delete or otherwise tamper with or abuse an agency website, server, database, information system or other State technology asset. Unauthorized use of or access to Federal tax information available via this system is a violation of Federal Law punishable by Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213(a), 7213A, and 7431.</p> <p><b>Link Statement</b></p>
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<p>814, Florida Statutes. Revenue reserves the right to use any legally appropriate measures to prevent and investigate anyone attempting to modify, deface, delete or otherwise tamper with or abuse an agency website, server, database, information system or other State technology asset. Unauthorized use of or access to Federal tax information available via this system is a violation of Federal Law punishable by Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213(a), 7213A, and 7431.</p> <p><b>Link Statement</b></p> <p>In the course of providing the best service to the public, Revenue may link to other organizations to provide additional useful information for our customers. These primarily include:</p> <ol style="list-style-type: none"> <li>1. Links to federal government, state government, or local government sites;</li> <li>2. Links to educational or non-profit organizations that complement the information or services provided by the Florida Department of Revenue; and</li> <li>3. Links to Web sites owned by private companies are only provided when their products or services are a part of delivering service to our customers.</li> </ol> <p>No endorsement by Revenue is intended or made of any link, product, service, or information either by its inclusion or exclusion on this site. We do not control or guarantee the accuracy, relevance, timeliness or completeness of this outside information. If you access another site through a link we provide, you are subject to the privacy policy of that site.</p> <p><b>Conditions of Use</b></p> <p>For additional information concerning copyright issues, restrictions, limitations, disclaimers, and terms of use relative to this site, please refer to the Conditions of Use found at MyFlorida.com.</p>
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## Settings Screen

MAIN HISTORY HELP

**Certificate Verification**

Settings

Save my certificate number as default?

**When turned on**, the seller certificate number will be stored in the app for future use.

To change the number stored, go to the Main screen, select and delete the existing number, then enter a new one.

**When turned off**, the seller certificate number will not be

**When turned off**, the seller certificate number will not be stored following shut-down and restart of the app.

FL Tax-Verify  
Certificate Verification Application  
v. 1.7.0, Released August 2018

Developed by:  
General Tax Administration Program  
Information Services Program

### Tips

- This app is optimized for use on these platforms and versions: Android version 4.4 and higher; and iOS version 9.0 and higher.
- When entering certificate numbers, omit dashes and letters. Enter 13 numerals only.
- Response times will vary based on type of mobile device, battery charge, signal strength, and service provider.

### Known Issues

#### Android Devices

- Use of Back Button - takes the user out of the app instead of to the last screen viewed. This is the way the back button is designed to work. Each screen of the app is a top-level page. Touching the back button from one of those screens takes the user out of the app. From a linked screen or page, touching the back button returns the user to the page from which they linked.

### Troubleshooting

- **Problem**
  - *The app unexpectedly quits, stops responding, or won't open.*
- **Try this:**
  - *Make sure you're connected to the Internet*
  - *Close and restart the app*
  - *Turn off and restart your device*
  - *Update your device software and your apps*