How to Make an Audit Payment Online

Taxpayers can electronically make audit payments on the Department's Payment Only Website using their Certificate number, Business Partner number, and/or FEIN number without enrolling for eServices.

Logging In to the Payment Only Website
- On the Florida Department of Revenue internet homepage, **floridarevenue.com**, click File and Pay (Taxes, Fees, Remittances) or go to **floridarevenue.com/taxes/filepay**.
- Under the heading "Pay a Bill or Make a Payment," click "Tax/Fee/Remittance Payment Only," which will open the login screen for the Payment Only Website. Take the following steps:
    - Enter your UserID and Password.
    - Click **Login**.
    - The Bulletin Board will display; click **Next**.
    - Click **Make a Payment**.
    - Select a Payment Method (ACH Debit, Credit Card).
    - Click **Next**.

Entering Bank Information
- Enter the Remittance Period End Date (mm/dd/yyyy). This should be the last day of the last month in the audit period.
- Select Payment Type from the drop-down box (Audit Assessment).
- Enter the Audit Number.
- Select a Debit Date. This is the date you want funds withdrawn from your bank account.
- Enter the amount for this payment.

    ➢ If you choose to **use your bank information on file with the Florida Department of Revenue***,* those fields are grayed out. The bank account number has leading asterisks, and only the last four digits of the number display.
    ➢ If you choose to **type your bank information***,* the full bank account number displays in black with no asterisks.
        - Enter Bank Routing Number.
        - Enter Bank Account Number.
        - Re-enter Bank Account Number.
        - Select the Bank Account Type (checking/savings).
        - Select Corporate/Personal.
        - Enter Name on Bank Account.
        - Enter Signature, Phone Number, and Email Address.
        - Click **Next**.
        - Review all information before submitting.
        - If information is correct, click **Submit**.
        - A confirmation page displays.
        - Print and/or save this page for your records.

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Entering Credit Card Information:
- Enter Remittance Period End Date (mm/dd/yyyy). This should be the last day of the last month in the audit period.
- Select Payment Type from the drop-down box (Audit Assessment).
- Enter the Audit Number.
- Enter the payment amount.
- The convenience fee will auto populate (2.5%, minimum $1.00).
- Click **Next**.
- Read Note message regarding the credit card.
- Click **Next**.
- Enter your credit card information.
- Click **Continue**.
- Review all information before submitting.
- Confirm information is correct and click **Confirm**.
- A confirmation page displays.
- Print and/or save this page for your records.

Important:

After completing your online payment, contact your Department of Revenue auditor and give them your confirmation information. The auditor will then ensure your payment has been properly applied to your audit.

If you prefer to watch a tutorial about how to use the eFile and ePay system, please click on this link:
https://floridarevenue.com/taxes/tutorial/efilepay/story.html