

*Florida*

**DEPARTMENT OF REVENUE**

# **Form 1099-K Reporting Application User Guide**

Ver. 2021 1.0

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## Changes

| Title       | Description of Change                               |
|-------------|---|
| Form 1099-K | Created 1099-K reporting application and User Guide |

## 1 Introduction

- 1 The Florida Department of Revenue has created an electronic filing program for Form 1099-K as established in section 212.134, Florida Statutes. This guide provides electronic filers with the necessary information to successfully implement the state electronic filing program and identifies those items that are unique to electronic filing for Florida. Returns are due by the 30th day after filing the form with the Internal Revenue Service (IRS). Additional information is available on the Department's website at [floridarevenue.com/taxes/compliance/Pages/reporting1099k.aspx](http://floridarevenue.com/taxes/compliance/Pages/reporting1099k.aspx).

## 2 Registering to File

- 1 To register, go to <https://taxapps.floridarevenue.com/form1099k> and click the "Register as new user" link. You must have a Transmitter Control Code issued by the IRS. Passwords must contain at least eight (8) characters, including at least one lowercase letter, uppercase letter, number, and symbol. After entering all requested information, click the "Register New User" button. An email will be sent from [webmaster@floridarevenue.com](mailto:webmaster@floridarevenue.com) to the email address provided containing a link, which must be opened to activate your account.

## 3 Transmitting the File

### 3.1 FILE REQUIREMENTS

- 1 Packaging of data and transmission payload must be in the proper format.
  - Each submission must be submitted in the format established in [IRS Publication 1220](#) for Form 1099.
  - Each submitted file must be zipped with a file extension of ".zip".
  - Each return file must have a file extension of ".txt".
  - Only one return file may be contained in each submitted .zip file.
  - Each record line must be separated by a carriage return and line feed (CR+LF).

### 3.2 FILE SUBMISSION

- 1 To submit a file, click "Choose File", browse to and select the zipped file, and click "Upload".

## 4 Acknowledgment System

- 1 An email will be sent notifying you when the file has processed, and you should review the results for all files submitted. Each submission is provided a status and provided an Error Count following initial processing. Not all exceptions indicate a return or record rejected. You should monitor each submission until the status reflects "Completed," which will take approximately 48 business hours.
- 2 It is your responsibility to carefully review any exceptions that may be provided by clicking on the number provided for "Error Count."
- 3 Prior to being "Completed," you may replace any submission by providing a submission with the same file name. You must resubmit all submissions with a status of "Rejected." You may also cancel any submission that does not have a "Completed" status by clicking the "Delete" link.

## 5 Contact Information

- 1 You are invited to contact us with any question(s) or comment(s) you have regarding our electronic filing program.
  - **FLORIDA DEPARTMENT OF REVENUE WEBSITE:**
    - [floridarevenue.com](http://floridarevenue.com)
  - **TAX ASSISTANCE:**
    - 850-488-6800
  - **STATE OF FLORIDA WEBSITE:**
    - [myflorida.com](http://myflorida.com)

- **INTERNAL REVENUE SERVICE WEBSITE:**
  - [irs.gov](https://www.irs.gov)