Request for Transaction Fee Exemption (PUR 3778)

In accordance with Rule 60A-1.031, Florida Administrative Code, this form is used by state agencies and eligible users to request a transaction fee exemption based on their determination that the purchase is critical to public health, safety, or welfare; and that the imposition of the fee would violate state or federal law. Please direct any questions to purchasingcustomerservice@dms.fl.gov.

Are you submitting this request on behalf of a state agency or an eligible user? *

Please note that "eligible user" is defined by Rule 60A-1.001, Florida Administrative Code.

- 🔘 State Agency
- ⚪ Eligible User

State Agency Name *

Select ▼

Requestor Name *

Requestor Email *

Requestor Phone *

▼	+1 (___)____-_____

Vendor Name *

Vendor Federal Employer Identification Number (FEIN) *

FEIN must be nine digits and may begin with a zero.

☐ **The vendor is registered in MyFloridaMarketPlace (MFMP) under the FEIN above.** *

Justification *

Describe the nature of the transaction and provide documentation demonstrating that the purchase is critical to public health, safety, or welfare; and that the imposition of the fee would violate state or federal law. This field is limited to 4,000 characters; additional justification and supporting documentation should be attached using the File Upload section below.

File Upload *

Drag and drop files here or browse files

Within 14 days after receipt of this form, the Department will approve the request, deny the request, or request additional information. Requests outstanding for more than 14 days after receipt by the Department will be deemed approved, unless additional information is requested, which will reset the timeframe for response.

PUR 3778
Effective: 07/2022
Incorporated by Reference: 60A-1.031, F.A.C.

☐ Send me a copy of my responses

Submit

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○ State Agency

◉ Eligible User

Eligible User Name *

Requestor Name *

Requestor Email *

Requestor Phone *

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Vendor Name *

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⦿ State Agency

◯ Eligible User

State Agency Name *

Select ▼

Agency for Health Care Administration

Agency for Persons with Disabilities

Department of Agriculture and Consumer Services

Department of Business and Professional Regulation

Department of Children and Families

Department of Citrus

Department of Corrections

Department of Economic Opportunity

Department of Education

Department of Elder Affairs

Department of Environmental Protection

Department of Financial Services

Vendor Federal Employer Identification Number (FEIN) *

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◯ Eligible User

State Agency Name *

Select ▾

Department of Environmental Protection
Department of Financial Services
Department of Health
Department of Highway Safety and Motor Vehicles
Department of Juvenile Justice
Department of Law Enforcement
Department of Legal Affairs
Department of Management Services
Department of Military Affairs
Department of Revenue
Department of State
Department of the Lottery

Vendor Federal Employer Identification Number (FEIN) *

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Department of the Lottery
Department of Transportation
Department of Veterans' Affairs
Division of Administrative Hearings
Division of Emergency Management
Executive Office of the Governor
Fish and Wildlife Conservation Commission
Florida Commission on Offender Review
Florida School for the Deaf and the Blind
Justice Administrative Commission
Public Service Commission
State Courts System

Vendor Federal Employer Identification Number (FEIN) *