

Employer's Reemployment Tax Annual Report for Employers of Domestic Employees Only

RT-7 R. 12/15 TC Rule 738-10.037 Horida Administrative Code

Mail Reply To:
Reemployment Tax
Florida Department of Revenue
5050 W Tennessee St Bldg L
Tallahassee FL 32399-0180

Internet Address: www.floridarevenue.com

Instructions

Filing Reports – Every employer who is liable under the Florida reemployment assistance program law must file a report. Those having employees who perform domestic duties only, and have been approved by the Department for annual filing, may use this *Annual Report for Employers of Domestic Employees Only* (RT-7, formerly UCT-7) for this purpose. All others must use the *Employer's Quarterly Report* (RT-6, formerly UCT-6).

Reminder - The RT-7 MUST be submitted timely, even if no tax is due.

No Employment - A registered employer who had no employees or paid no wages during the year must still complete, sign and return the Employer's Annual Report. If you need to cancel your registration, call 800-352-3671.

Electronic Filing and Paying – The Department of Revenue offers the convenience of using our free and secure website to file and pay reemployment tax. To enroil, or get more information, go to the website at https://taxapps.firoidarevenue.com/EEnroilment/. After you complete your electronic enrollment we will send you a User ID, PIN/Password, and instructions based on the filing/payment method you choose. Once you are set up to file/pay electronically, you will not receive paper reports from the Department. Please do not mail a paper report if you file electronically.

Due Date – The original report must be filed and the tax due paid, if applicable, no later than January 31st. If you are making your payment by EFT, you must initiate the payment by 5:00 p.m., ET, on the business day <u>prior</u> to January 31 for your payment to be considered timely. The report should only cover employment for the employer during the preceding calendar year,

Employer Changes/Adjustments - Addresses may be changed online or by completing and submitting an *Employer Account Change Form* (RTS-3, formerly UCS-3). This form is also used to report other changes to your account.

Certification/Signature – The report must be signed by (1) the employer, or (2) a responsible and duly authorized agent of the employer. Complete the paid preparer information, if applicable.

- Line 1 Enter the total number of covered full-time and part-time employees who performed domestic services during, or received pay for, the payroll period including the 12th of each month.
- Line 2 Enter the total GROSS WAGES paid for each quarter (before deductions), including salaries, commissions, bonuses, vacation and sick pay, back pay, awards, and the cash value of all remuneration paid in any medium other than cash. Tips and gratuities are wages when included by the employer to meet minimum wage requirements and/or when the employer receives and reports in writing to the employer \$20 or more per month. Gross wages should not include wage items specifically exempt per section 443.1217 (2)(b)-(g), Florida Statutes.
- Line 3 Enter the amount of EXCESS WAGES exceeding \$7,000 paid to each employee for each quarter. (Only the first \$7,000 paid to each employee per calendar year is subject to the Florida reemployment tax.) Wages reported to another state by the same employer for an employee should be considered when determining excess wages.

- Line 4 Enter the total TAXABLE WAGES paid for each quarter (total all Line 13B entries from each page).
- Line 5 Enter the taxable wages paid for the year. Add the total of each quarter from Line 4 together.
- Line 6 Enter tax due, Multiply Line 5 by tax rate listed on page 1,
- Line 7 If this report is not filed by the Due Date listed on page 1, compute penalty of \$25 for each month, or fraction of a month, that the report is late.
- Line 8 If tax due from Line 6 is not paid by January 31, interest is owed on tax due. Florida law provides a floating rate of interest for late payments of taxes and fees due. Interest rates, including daily rates, are published in Tax Information Publications that are updated semiannually on January 1 and July 1 each year and posted online at: https://revenuelaw.floridarevenue.com/Pages/Home_aspx
- Line 9 ~ Enter the total amount of Lines 6, 7, and 8. Write your RT account number on your check. Make check payable to Florida U.C. Fund and enclose the check with this report. If less than \$1 is due, send this report with no payment.
- Line 10 Enter each employee's social security number (NINE digits Do not suppress the leading zeros). Every employee, regardless of age, is required to have a social security number. If the employee's social security number is not included, the first (up to) \$7,000 of wages on each quarter reported will be taxed at your reemployment tax rate.
- Line 11 Enter each employee's jast name, first name, and middle initial,
- Line 12a Enter each employee's gross wages as defined in the instructions for Line 2, in the appropriate calendar quarter in which the wages were paid. Wages cannot be reported as a yearly total.

Line 12b - Enter each employee's taxable wages paid for each quarter.

EXAMPLE: John Doe, the only employee, earns \$3,000 per quarter.

| His wages should be reported as shown: | First Quarter | Second Quarter | Third Quarter | Fourth Quarter |
|--|------------------|-------------------|------------------|-------------------|
| Gross Wages (Line 12a) | \$3,000 | \$3,000 | \$3,000 | \$3,000 |
| Excess Wages | \$0 | \$0 | \$2,000 | \$3,000 |
| Taxable Wages (Line 12b) | *\$3,000 | \$3,000 | \$1,000 | \$0 |

Line 13a - Total Gross Wages (add Lines 12a only). Total this page only. Include this and totals from additional pages in Line 2 on page 1.

Line 13b - Total Taxable Wages (add Lines 12b only). Total this page only. Include this and totals from additional pages in Line 4 on page 1.

For assistance call 800-352-3671 or Go to www.floridarevenue.com

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| preparers only | Firm's name (or yours If self-employed) | | Dat | 9 | FEIN | |
| | and address | | ZIP | | Preparer's phone number |) |
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Florida Department of Revenue Employer's Reemployment Tax Annual Report for Employers of Domestic Employees Only WAGES SCHEDULE OF DOMESTIC EMPLOYEES (additional page)



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Florida Department of Revenue Employer's Reemployment Tex **Annual Report for Employers of Domestic Employees Only**



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Social security numbers (SSNe) are used by the Royalment of Perenue as unique (dendifiers for the adminishation of Royals topics. SSNs obtained for tax adminishably purposes are confidential under sections 213,053 and 119,071, Royals Statutes, and not subject to disclosure as public records. Collection of your SSN is sufformed under state and federal law. Vet our velocities are selected for more information regarding the state and federal law governing the collection, use, or release of SSNs, including estinated exceptions.