Motor Fuel Taxes
XML User Guide for eFile Developers and Transmitters

Ver. 2019 1.0

Table of Contents

Changes 3
1 Introduction 4
2 Purpose 4
3 Definitions 4
4 Responsibilities 4
5 About Filing and Paying Electronically 5
5.1 Accepted Forms and Schedules 5
5.2 Return Types 5
5.3 Address Updates 5
5.4 Account Cancelations 5
5.5 Timely Filing 5
5.6 Payment Methods 6
6 XML Documents 6
6.1 XPath Document 6
6.1.1 Using the XPath Document 6
6.2 Florida State Schemas 7
6.2.1 Figure 1 7
7 Software Testing and Approval 7
7.1 Developer Testing 7
7.2 Continued Testing 8
7.3 Testing for Existing Filers 8
7.4 Testing for New Filers 9
8 Transmitting the File 9
8.1 File Requirements 9
8.2 File Transmission 9
9 Acknowledgement System 10
9.1 Missing Manifests 10
9.2 Edits and Verifications 10
10 Production Monitoring and Suspension 10
11 Contact Information 11
12 Appendices and Accompaniments 11
12.1 Accompaniments 11
12.2 Received File Trace Number 11
12.3 Received File Email 12

Changes

Title	Description of Change
Introduction	Implement motor fuel XML

1 Introduction

The Florida Department of Revenue has established an electronic file and pay program for Terminal Operators and Terminal Suppliers for the Motor Fuel Taxes Program.

Terminal operators and terminal suppliers are required to file electronically. Florida law imposes a monthly penalty of $5,000 for failing to file electronically.

Tax information is available on the Department's website at **floridarevenue.com/taxes/taxesfees**.

Current and historic tax and interest rates are available on the Department's website at **floridarevenue.com/taxes/rates**.

2 Purpose

The Department has established an electronic file and pay program for motor fuel taxes using Extensible Markup Language (XML) format. The transmission method is uploading via SecureNet.

This user guide provides electronic filers with the necessary information to successfully implement the state electronic filing program and identifies those items which are unique to the electronic filing of the Florida motor fuel taxes.

3 Definitions

BSWA: The Department's service provider for intake and processing of electronic motor fuel taxes returns.

Department: Florida Department of Revenue.

TIGERS: Tax Implementation Group for E-Commerce Requirements Standards, a subgroup of the National Standards Institute's Accredited Standards Committee X12 Government Subcommittee.

Reporting period: The calendar period that must be reported on a specific tax return.

SoftwareID: An identification value created by the Department.

4 Responsibilities

The following compliance requirements must be met:

- **Department**
  - Provide vendors with the *Software Development Application* (DR-600001).
  - Respond to inquiries within one to two business days.
  - Facilitate testing efforts.
  - Communicate tax rate, system and schema changes.
  - Approve tested software.
  - Provide vendors with a SoftwareID upon the successful completion of testing.
- **BSWA**
  - Provide support for SecureNet account(s).
- **User**
  - Submit a completed *Software Development Application* (DR-600001).
  - Adhere to all State procedures, requirements and specifications.

- Develop tax preparation software in accordance with statutory requirements of the Department return preparation instructions.
- Provide accurate Florida returns in correct electronic format for transmission.
- Refrain from developing software to support electronic filing (transmission) of any form that will be submitted to the Department without prior approval.
- Prevent electronic transmission of returns and/or supporting documents or schedules not approved for electronic filing by the Department. This is inclusive of those not supported for electronic filing as well as those supported but not successfully tested or approved by the Department.

The first step is to review the following documents in the MFT_XML-Schemas_v2018_1.0 folder:

- 2018 XPath Document
- 2018 Florida XML Schemas

5 About Filing and Paying Electronically

5.1 Accepted Forms and Schedules

The Department supports the following forms and schedules for motor fuel taxes processing:

- *Terminal Supplier Fuel Tax Return* (DR-309631)
- *Terminal Operator Information Return* (DR-309636)

There is **no signature** requirement for any of the forms that are submitted electronically. An electronic return is deemed signed when an individual who is authorized to sign includes his or her name in the electronic return data field and identifies it as a signature.

5.2 Return Types

Acceptable return types are original and supplemental.

5.3 Address Updates

Address updates should be completed in a timely manner to ensure taxpayers receive timely notification. Notify the Department of address changes at **floridarevenue.com/taxes/updateaccount**.

5.4 Account Cancelations

Accounts can be closed at **floridarevenue.com/taxes/updateaccount**.

5.5 Timely Filing

Returns are due to the Department on the 1st day of the month following the collection period. Returns will be considered late if they are not received on or before the 20th day of the month following the collection period. If the 20th day is a Saturday, Sunday, state or federal holiday, returns will be accepted as timely if filed on the next business day.

Returns with a payment included must adhere to the payment due date for the payment to be considered timely.

For specific due dates on electronic returns and payments for the current year, refer to the *Florida eServices Calendar of Electronic Payment Deadlines* (Form DR-659) available on the Department's website at **floridarevenue.com/forms**.

5.6 Payment Methods

Due to federal security requirements, the Department cannot process international ACH transactions. This applies to any portion of the money used in the payment coming from any financial institution located outside of the US or its territories.

- **ACH Debit** - Taxpayers may pay the balance due by authorizing an electronic funds withdrawal. The payment amount cannot be greater than the total amount due on the electronic tax return. The taxpayer must specify the bank account from which they wish to have the payment withdrawn and the date on which the withdrawal will be made.
- **ACH Credit** - Taxpayers who would like to pay using ACH Credit must enroll for e-Services and obtain banking software that uses the necessary addendum (CCD+Addenda Record Format). For more information about ACH Credit, contact the Department's Taxpayer Assistance at 850-488-6800 Monday – Friday, excluding holidays.

6 XML Documents

Review all provided information. You can create your XML document by following the samples provided in the XML schema folder. However, some of the tags in the sample XML documents are not needed for Florida. Samples only illustrate the structure of the XML documents.

6.1 XPath Documents

The XPath document contains required tags (elements) that Florida will validate. Your file must contain all the required tags within the XPath Document to be valid. This document outlines important information that will be used to construct your file. This data includes the following:

- Cross-walk from Florida return fields to XML tags
- Schema Category
- Field Rules/Validations
- Error codes/warning messages

The XPath has the following workbooks:

- DR-309361 & DR-309636 Lines
- Acknowledgement
- Alert Codes
- Product Codes

6.1.1 Using the XPath Document

The Department uses an absolute location path which consists of one or more steps and begins with forward slash (/) with each step separated by a forward slash (/) and each attribute separated by a commercial at (@). Use the XPath document to navigate through elements and attributes in an XML document. The DR-309636 Lines and DR-309361 Lines XPath workbook has the following information:

Column Header	Purpose
XPath	This field provides the absolute location path for each element and attribute.
Efile Type	This field provides the data type.
Length	This field provides the maximum field length for each element and attribute.
Req'd	This field provides the element's and attribute's status (***Req = Required, Opt = Optional, Cond = Conditional***)
Occurs	Provides the minimum and maximum number of occurrences for the node or field.
Notes/Comments	This field provides the rules and validations performed for each element or attribute.

6.2 Florida State Schemas

The Department uses a XML schema set based on the Motor Fuels Excise Tax (MFET) version 3.0 schema set by the TIGERS National Standards. Florida is currently using version 2018 1.0.

6.2.1 Figure 1

- Terminal Operator DR-309636 or Terminal Supplier DR-309631
  - MotorFuelsTransmission.xsd – Master file
  - MFTOReport.xsd – Terminal Operator Report types
  - MFSupplierReport.xsd – Terminal Supplier Report types
  - MotorFuelsefileTypes.xsd – Document type definitions
  - MotorFuelsEnumerations.xsd – Enumeration type definitions
  - MotorFuelsFiling.xsd – Structure document
  - MotorFuelsHeader.xsd – Header portion
- Common
  - BinaryAttachment.xsd – State binary attachment
  - efileTypes.xsd – Document type definitions for all forms
  - FinacialTransaction.xsd – Document type definitions for payments
  - ReturnHeader.xsd – Common Header document
  - StateeFileTypes.xsd – Document type definitions for all forms
- ExtendedCommon
  - Acknowledgement.xsd – Acknowledgement structure
  - AckTransmission.xsd – Master file for acknowledgement manifests
  - ReturnHeaderSO.xsd – ReturnHeader structure
  - TransmissionHeader.xsd – Transmission header structure
- User Information
  - Sample Files
    - DR-309631 and DR-309636 Combined Sample.xml
    - DR-309631 Sample.xml
    - DR-309636 Sample.xml
  - Test Scripts
    - flDr309631TestScript.pdf
    - flDr309636TestScript.pdf

7 Software Texting and Approval

7.1 Developer Testing

Developers must complete and return the *Software Development Application* (DR-600001) prior to any testing.

Developers are required to use the Department's specified schema. Testing of software developed for electronic filing is mandatory. All software must be tested using state scenarios. The Department's test scenarios are provided in the zip package.

Schema validation and business rules are defined for each field or data element. The XPath spreadsheet includes information on each field including: type, format, length, negative values, and the business rules or other edits. Developers must closely follow the requirements for each field to ensure proper data formatting.

- Software developers should apply data from the XPath spreadsheet or tax forms to the appropriate data element from the XML schema.
- All XML data must be well formed. All schedules, forms, and occurrences should be supported to maximize this service.

- Developers will be provided approval for use of their software product for production filing when all test scenarios have been successfully validated. Only software approved for production filing may be released and distributed by the developer.
- Any developer wishing to conduct testing in addition to the scenarios supplied and required by the Department should notify the Department prior to test submission.
- No production returns may be submitted prior to being approved for production filing or using the SoftwareID provided for testing.

The Test system account registration data may not be current, and results may not be fully representative of the production environment.

Test submissions are transmitted using the same method as production returns. Test files must be designated for testing by setting field “ProcessType” as “T”. In addition, your production SoftwareID will be provided only upon successful completion of testing.

Approval of software for electronic filing ***does not*** include approval of any form developed/produced for hardcopy submission to the Department. Once you have received a confirmation number from your submitted test file, please send an email, attaching the manifest confirmation, test file, return PDFs created by your software and the SecureNet system, to **EXD-Fuels@floridarevenue.com**. In the subject line of your email, please enter your company name and the wording “Requesting XML Production Credentials.” Please allow two business days to receive a response.

Formal confirmation will be provided when software has been successfully tested, and a SoftwareID issued. Only software approved for production filing may be released and distributed.

7.2 Continued Testing

The Department will monitor the quality of electronic transmissions and will contact the software developer to resolve issues. As a part of the monitoring process, the Department may take the following actions:

- Monitor complaints about electronic filers; and/or
- Issue warning or suspension letters as appropriate (*see Section 10 – Production Monitoring and Suspension*).

In addition, the Department may require annual or other periodic testing.

7.3 Testing for Existing Filers

Filers migrating from EDI to XML, who are submitting returns that do not contain inventory, receipts or disbursements, are required to do the following:

- Successfully transmit a no activity test file. *(Test file will be provided)*

Note: You will be granted conditional approval status upon receipt of an error and warning free test file.

Filers migrating from EDI to XML, who are submitting returns that contain inventory, receipts or disbursements, are required to:

- Successfully transmit matching XML and EDI filed returns for two consecutive periods.
- Designate EDI submission files for production, setting “ProcessType” as “P,” and submit to SecureNet (*see Section 8 – Transmitting the File*).
- Designate XML submission files for testing, setting “ProcessType” as “T,” and submit to SecureNet (*see Section 8 – Transmitting the File*).

Email copies of your manifest and return PDFs created by your software and the SecureNet system to: **EXD-Fuels@floridarevenue.com**.

7.4 Testing for New Filers

Filers who submit paper returns that do not contain inventory, receipts or disbursements, are required to do the following:

- Successfully transmit a no activity test file. *(Test file will be provided)*

Note: You will be granted conditional approval status upon receipt of an error and warning free test file.

Filers who submit paper returns that contain inventory, receipts or disbursements, are required to do the following:

- Successfully transmit two original test returns for the most recent months.
- Include each of the data elements below:
  - Beginning and ending inventory figures for the first test cycle
  - Detail transactions for each schedule and product type that you report
  - Credit memos issued by the Department (if applicable)
  - Penalty and interest (if applicable)

Email copies of your paper returns, your manifest and return PDFs created by your software and the SecureNet system to: **EXD-Fuels@floridarevenue.com**.

8 Transmitting the File

8.1 Testing for New Filers

Packaging of data and transmission payload must be in the proper format. Users of software approved for efiling providers can submit files to the Department for processing.

- Each submission must be submitted in the agreed upon XML format.
- Zip Archiving is **not** supported.
- Multiple operator or supplier returns may be included in a single file.
- Any structure error codes such as “X1” will need to be supported by the software developers or in-house developer prior to contacting the Department. If your customer contacts the Department with an “X1” error, then they will be informed to contact their software provider. Software developers or in-house developers may contact the Department for support.

8.2 File Transmission

To access SecureNet, go to the Department’s File and Pay webpage at **floridarevenue.com/taxes/filepay**, then under the Upload a File Using SecureNet section select "Fuel Tax - Terminal Operator or Supplier".

To transmit a file using SecureNet:

- Click on the “MyFlorida” image.
- If you are a new user, click on the “New User” Button.
  - Fill in the necessary information and click on the submit button. Your Password will be mailed to you via the email address you entered. Once you have retrieved your password, you will enter your UserID and Password as a “Registered User.”
- Enter your UserID and Password and click “Login.”
- Select “SendFile.”
- Select “Fuel XML (Terminal Suppliers & Terminal Operators).”
- Select “Test Only.”
- Click the “Click to Continue!” button.

- Select “Browse…” then select your file. Click the “Upload file” button.

Screenshots are provided through the “Click HERE for instructions” link on the SecureNet site.

The Department will provide two courtesy emails, as follows:

- A **Trace Number email** after receiving your file (*see Section 12.2 – Trace Email*). This email contains the Trace Number as acknowledgement of receipt of the transmission. This indicates your file has been received but has not yet been validated for errors.
- A **File Received email** informing you that you may access the manifest via SecureNet (*see Section 12.3 – Received File Email*). You should check for any errors that may need correcting for file resubmission or with a confirmation number if no errors.

Note: These emails **do not** mean your file was accepted by the Department.

9 Acknowledgement System

The Department will generate a manifest for all files received. The acknowledgment system will provide a manifest, a list of alerts messages in TXT and CSV formats, and a PDF mockup of the return. For SecureNet users to review manifests, you will need to login to your SecureNet account and select the “ReceiveFile” option. This option will display the manifest for each submission received. It is the responsibility of the transmitter to review the manifest for any errors or warnings and resubmit or amend filings as may be required.

The Florida manifest indicates the returns are either accepted or rejected.

- **Accepted** - This manifest indicates the electronic return was received and successfully completed the validation process. Every manifest for accepted submissions should contain a confirmation number. The manifest should be retained as your official documentation of your file being **accepted**. No further action is required regarding the transmission.
- **Rejected** - This manifest indicates the electronic return was received and failed to successfully complete the validation process. The manifest will contain an error code(s) indicating the error(s) that caused the rejection. The error(s) must be corrected and the return can then be re-transmitted. There are no grace periods for re-submissions.

This is not a real-time update system. **Please allow 24 to 48 hours** to process the return information. Error and warning codes with descriptions are posted in the XPath document under the “Alert Codes” tab. Due to the time needed to process return information, the information displayed may not include recently filed corrections still in process.

9.1 Missing Manifests

All submissions should receive a manifest within 24 to 48 hours. In the event a manifest is not made available within that time, please send an email to **EXD-Fuels@floridarevenue.com**.

The body of the email must contain the **file trace number** and **file name**. For faster processing, also include the FEI (Federal Employment Identification) number and transmission date.

9.2 Edits and Verifications

Returns that are rejected will receive an error message. Returns with only warning messages will be accepted, provided there are no errors.

10 Production Monitoring and Suspension

The Department reserves the right to suspend the electronic filing privilege of any electronic filer or software developer who deviates from the requirements, specifications, and procedures stated in this guide or any corresponding administrative rules, or who does not consistently

transmit error-free returns. When suspended, the electronic filer or software developer will be advised of the requirements for reinstatement into the program.

11 Contact Information

Contact the Department with any question(s) or comment(s) you have regarding the electronic filing program.

- Technical issues or Testing:
  - **EXD-Fuels@floridarevenue.com**
  - Subject Line: Motor Fuel XML
- Florida Department of Revenue Website:
  - **floridarevenue.com**
- Taxpayer Assistance:
  - 850-488-6800
- State of Florida Website:
  - **myflorida.com**

12 Appendices and Accompaniments

12.1 Accompaniments

Document Title	Purpose
2018 XPath Document	
2018 Florida XML Schemas	
2018 Test Files	

12.2 Received File Trace Number

Sender: secure@bswa.net
Subject: Received File Trace Number
Body:

```
************************************************************
* This is an auto-generated email, please do not respond to this message.
************************************************************

************************************************************
* File Trace Number = RF-[yyymmdd0nnnnnnn]
* Received File - Date and Time = [date] [time] [time zone]
************************************************************
File Type                    = MFT_XML_TEST
Name of File Received        = [filename]
Received File Status         = RECEIVED SUCCESSFULLY

********************** IMPORTANT **********************
*       Please allow 24 to 48 hours for us to analyze and process your file. We will post a final
*       acknowledgment with confirmation or error(s) to your BSWA SecureNet account when
*       processing is complete.
*******************************************************
```

This **does not** mean your file was accepted by the Department (*see Section 9 – Acknowledgment System*).

12.3 Received File Email

Sender: secure@bswa.net
Subject: You have a file at Ritx-Secure.Bswa.Net
Body:

> You have a new file ready for view or download at BswaSecure.net. Please use the following link to open the login page
>
> https://Ritx-Secure.Bswa.Net/FloridaDor
>
> Your XML Manifest filename: MftManifestV1_[nnnnnnn].xml

This **does not** mean your file was accepted by the Department (*see Section 9 – Acknowledgment System*).