



UF | **IFAS Extension**
UNIVERSITY of FLORIDA



**Collecting and Depositing Sales Tax
For Your 4-H Association
September 18, 2018**
(updated 9/28/18)





4-H Association Sales Tax Reporting

❖ County 4-H Associations Only

➤ Excludes

- County 4-H Foundations
- County 4-H without an association

❖ Processing collected sales tax through the University of Florida

❖ Myths of Certificate of Exemption



Certificate of Exemption

- ❖ This has nothing to do with county 4-H association charging sales tax.
- ❖ This is for the associations to be tax exempt when making purchases. (Walmart, Publix, Equipment Rentals etc.)

For more information or if you need to apply for a Certificate of Exemption, please contact Janet Waters.



Agenda

- ❖ How to Identify **Taxable Sales** vs Non-Taxable Sales
- ❖ How to Calculate Sales Tax
- ❖ How to Collect, Process and Submit
- ❖ **Best Practices** – Questions/Feedback

(All slides and links with attachments will be emailed.)





Taxable Sales

- ❖ Brief Overview of Taxable and Non-Taxable Items
- ❖ Complete Detail of Sales Tax – Couple Places to Find*

“Taxable and Non-Taxable Sales Guidelines 2018”

Taxable and Non-Taxable Sales Guidelines 2018

While not all-inclusive, the following table provides examples of transactions that are typically subject to Florida sales tax and those that are not, based on current regulatory exclusions.

Typically TAXABLE Sales	Typically NON TAXABLE Sales
T-shirts, hats, shoes, general clothing	Sale of gift certificates
Flowers, wreaths, bouquets, potted ornamental plants	
Calendars, candles, decorations, umbrellas	
Soap/Detergent	
Pet toys, pet food, and treats	Feeds for poultry, ostriches, livestock, racehorses, and dairy cows
Books, Audio Tapes, Videos, Computers, Copiers	
Cosmetics (e.g. cold cream, suntan lotion, makeup, body lotions) and "Toilet articles" (e.g. soap, toothpaste, hair spray, cologne, shampoo, deodorants, mouthwash, shaving products)	
Tangible "Yard Sale" type items	
Ornamental seed/plants/flowers/trees	Plants for food (fruit/vegetable seeds, plants, or trees for human consumption)



[UF Sales Tax Reference Guide \(NEW\)](#)

<http://www.fa.ufl.edu/departments/payroll-tax-services/tax-resources-for-departments/sales-and-use-tax/>

*Included in follow-up email



Taxable Sales

Concessions (selling tangible items)

- ✓ Individually packaged, prepared, or served foods (including bakery items)
- ✓ Typically consumed immediately or take out
 - Sandwiches, Hamburgers, Hotdogs, Meals
 - Salads, Fish Dips, Cakes/Pies, Cookies
 - Sodas, Lemonades, Gatorade, Milkshakes
 - Frozen Treats – Ice Cream (smaller than one pint)
 - Snacks - Candy, Popcorn, Gums, Mints



Taxable Sales

Other Tangible Items

- ✓ T-Shirts, Water Bottles, SWAG
- ✓ Calendars, Candles, Books, CDs
- ✓ Ornamental Plants
- ✓ Soaps, Detergent, Cosmetics
- ✓ Pet Toys/Food/Treats
- ✓ Silent Auctions



Taxable Items Can Be Non-Taxable



Donations Only – *No sale has occurred and no sales tax is due!*

- ✓ Donations Welcomed
- ✓ Suggested Donation \$\$\$
- ✓ Recommended Donation \$\$\$

Remember: if donation is “required” it becomes taxable

Very Important: When using this technique, if someone asks for the item with no donation we must comply.



Livestock/Poultry-Tax and Non-Tax



- ❖ Seller is the ORIGINAL PRODUCER
- ❖ Animal is for BREEDING PURPOSES



ALL OTHER SALE OF LIVESTOCK – IS **TAXABLE**



Tourist Development Tax Rates –Tax/Non-Tax

May be referred to as “Bed Tax” and pertains to day events or overnight events that can become taxable.



Local Option Transient Rental Tax Rates (Tourist Development Tax Rates)

DR-15TDT
R. 08/18

Individual Florida counties and certain cities may impose a local option tax on the rental or lease of living, sleeping or housekeeping accommodations for a term of six months or less. These taxes, often called **local option transient rental taxes**, include the tourist development tax, convention development tax, tourist impact tax, and municipal resort tax. The local tax imposed is in addition to the 6% state sales tax and any applicable discretionary sales surtax.

For the counties shaded in gray in the chart below, the local option transient rental taxes are reported and remitted to the Florida Department of Revenue (DOR). For all other counties, the local option transient rental taxes are reported and remitted directly to the county; however, sales tax and discretionary sales surtax on transient rentals are always reported and remitted to the Department. Each county that has a tax rate change, or has changed the collection and administration of the tax, is indicated in **bold**.

If the local option transient rental tax is collected by the county, contact that county to verify the tax rate. Not all counties notify the Department of changes in their local option transient rental tax rate.

County Name	Local Option Transient Rental Tax Rate	Collected By	County Name	Local Option Transient Rental Tax Rate	Collected By
Alachua	5.0%	County	Lee	5.0%	County
Baker	3.0%	County	Leon	5.0%	County
Bay (1)	5.0%	County	Levy	2.0%	DOR
Bradford	4.0%	DOR	Liberty	0.0%	N/A
Brevard	5.0%	County	Madison	3.0%	DOR
Broward	6.0%	County	Manatee	5.0%	County
Calhoun	0.0%	N/A	Marion	4.0%	County
Charlotte	5.0%	County	Martin	5.0%	County
Citrus	5.0%	DOR	Miami-Dade (2)	6.0%	County
Clay	5.0%	County	Monroe	5.0%	County
Collier	5.0%	County	Nassau (3)	5.0%	County
Columbia	5.0%	DOR	Okaloosa (4)	5.0%	DOR
Desoto	3.0%	DOR	Okeechobee	3.0%	DOR
Dixie	3.0%	DOR	Orange	6.0%	County
Duval	6.0%	County	Osceola	6.0%	County
Escambia	4.0%	County	Palm Beach	6.0%	County
Flagler	5.0%	County	Passo	4.0%	DOR
Franklin	2.0%	DOR	Pinellas	6.0%	County
Gadsden	2.0%	DOR	Polk	5.0%	County
Gilchrist	2.0%	DOR	Putnam	4.0%	County
Gladys	2.0%	DOR	St. Johns	4.0%	County
Gulf	5.0%	County	St. Lucie	5.0%	County
Hamilton	3.0%	DOR	Santa Rosa	5.0%	County
Hardee	2.0%	DOR	Sarasota	5.0%	County
Handry	3.0%	DOR	Seminole	5.0%	County
Hernando	5.0%	County	Sumter	2.0%	DOR
Highlands	4.0%	DOR	Suwannee	3.0%	County
Hillsborough	5.0%	County	Taylor	5.0%	County
Holmes	3.0%	DOR	Union	0.0%	N/A
Indian River	4.0%	County	Volusia	6.0%	County
Jackson	4.0%	DOR	Wakulla	4.0%	DOR
Jefferson	3.0%	DOR	Walton (5)	4.0%	County
Lafayette	0.0%	N/A	Washington	3.0%	DOR
Lake	4.0%	County			

(1) Bay: Applies only to ZIP codes 32401, 32404, 32405, 32407, 32408, 32410, and Bay County portion of 32413.

(2) Miami-Dade: 4% for Surfside and Bal Harbour, 7% for Miami Beach, and 6% for the rest of the county.

(3) Nassau: Applies only to Amelia Island (ZIP code 32034).

(4) Okaloosa: Applies only to the Okaloosa County Tourist Development Tax District.

(5) Walton: Applies only to ZIP codes 32458, 32550, 32454, 32461, and Walton County portion of 32413.

✓ Events with RV's or Campers

- Require “Bed Tax”
AND

- Require Sales Tax

✓ Tents are OK! No taxes!



Link to find how your county is taxed:

http://floridarevenue.com/Forms_library/current/dr15tdt.pdf



NON-Taxable Sales



- ❖ Frozen dairy or non-dairy (**LARGER than one pint**)
 - ✓ Cookie Dough
- ❖ General Groceries – Edible Commodities
 - ✓ Cereals, coffee, eggs, dairy, 100% Juices, peanut butter, raw nuts, fresh fruits/vegetables/meats/seafoods, dry teas ... (See Guidelines for extensive detail)
- ❖ Water – Bottled, Cups, or Vending Machine



NON-Taxable Sales – Concessions!!

(Must be from grocery/edible commodities list and *NOT* sold in any type of mobile/trailer/food-truck environment)

Non-Taxable Suggested Menu:

- Bottled Water, 100% Fruit Juices, and Milk
- Granola and Cereal Bars
- Snack Foods, Chips, and Pretzels
- Nuts, Beef Jerky/Sticks
- Fresh Fruit and Veggies





NON-Taxable Sales



Registrations/Attendance Fees (camps, workshops)

- ✓ When tangible items are included in the registration/fee such as t-shirts, water bottles, etc. then those items are NOT taxable.
- ✓ However, if *additional* t-shirts, water bottles, etc. are purchased then they become taxable.



NON-Taxable Sales



- ❖ Car Washes
 - ✓ Must Be Donations
 - ✓ If **NOT** donations and wax or protective coatings are applied – *Wax = Tax*
- ❖ Plants, Trees, Seeds – for human consumption
- ❖ Food for all livestock
- ❖ 4-H Curriculum (books/similar instructional/educational guides)



How to Calculate the Tax

- ❖ Sales and Use Tax – Florida State Sales Tax 6%
- ❖ Sales Surtax – Varies per county – this must be ADDED to the base 6% Florida Tax
- ❖ Bracket Charts – Provide the tax amounts per transaction amount
- ❖ IMPORTANT – Check Sales Tax Calendar Year for Annual Updates and Changes
- ❖ http://floridarevenue.com/Pages/forms_index.aspx#discretionary



How to Calculate the Tax

Florida DEPARTMENT OF REVENUE

HOME CHILD SUPPORT PROPERTY TAX OVERSIGHT GENERAL TAX CONTACT

Information for...

- Businesses and Employers
- Individuals and Families
- Industry Professionals
- Local Government Officials

Quick Links

- About Us
- Accessibility
- Forms and Publications
- Mobile Applications
- News Releases
- Open Government and Public Records Requests
- Public Meetings
- Questions and Answers
- Regulatory Plans
- Revenue Law Library
- Surveys
- Tax Data

Resources

- Emergency and Disaster Information
- Florida's Delinquent Taxpayers

Forms and Publications

Please Select a Tax Category

[Prior year tax forms](#)
[Child Support forms](#)

Note: If you have any issues viewing the documents please visit [Help with Downloading Files](#)

Expand/Collapse All

- Account Management and Registration
- Audits
- Communications Services Tax
- Corporate Income Tax
- Discretionary Sales Surtax**

Learn more about [Discretionary Sales Surtax](#).

Form #	Description	Form Options
Sales Tax Brackets	Individual tax bracket charts for all of Florida's combined sales and use tax rates.	Go to list of all combined tax rates
DR-2X	Common Sales Tax Brackets (R.11/16)	PDF (72KB)
DR-15DSS	Discretionary Sales Surtax Information For Calendar Year 2017	PDF (72KB)
DR-15DSS	Discretionary Sales Surtax Information For Calendar Year 2018	PDF (479KB)
GT-800019	Florida's Discretionary Sales Surtax (Brochure)	PDF (272KB)

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The #2 Following Screens
"Cheat Sheets"
(Bracket Charts)

The #1 Next Screens
Calendar Year Surtax
Why is this important?



How to Calculate the Tax

#1



Discretionary Sales Surtax Information for **Calendar Year 2018**

DR-1508S
R. 11/17

Counties that are shaded in gray have more than one surtax. Each county that has a surtax levy that is new, revised, or extended is indicated in bold. If a county has a surtax that expires during this calendar year, an ← is beside the expiration date and the surtax is in bold.

County	Total Surtax Rate	Effective Date	Expiration Date	County	Total Surtax Rate	Effective Date	Expiration Date
Alachua	.5%	Jan 1, 2017	Dec 2024	Lake	1%	Jan 1, 1988	Dec 2032
Baker	1%	Jan 1, 1994	None	Lee	None		
Bay	1% (.5%)	Jan 1, 2011	Dec 2020	Leon	1.5% (1%)	Dec 1, 1989	Dec 2039
	(.5%)	Jan 1, 2017	Dec 2026		(.5%)	Jan 1, 2003	Dec 2027
Bradford	1%	Mar 1, 1993	None	Levy	1%	Oct 1, 1992	None
Brevard	1% (.5%)	Jan 1, 2015	Dec 2020	Liberty	2% (1%)	Nov 1, 1992	None
	(.5%)	Jan 1, 2017	Dec 2026		(.5%)	Jan 1, 2012	Dec 2020
Broward	None				(.5%)	Jan 1, 2017	Dec 2021
Calhoun	1.5% (1%)	Jan 1, 1993	None	Madison	1.5% (1%)	Aug 1, 1989	None
	(.5%)	Jan 1, 2009	Dec 2018 ←		(.5%)	Jan 1, 2007	None
Charlotte	1%	Apr 1, 1995	Dec 2020	Manatee	1%	(.5%)	Jan 1, 2003
Citrus	None				(.5%)	Jan 1, 2017	Dec 2031
Clay	1%	Feb 1, 1990	Dec 2039	Marion	1%	Jan 1, 2017	Dec 2020
Collier	None			Martin	None		
Columbia	1%	Aug 1, 1994	None	Miami-Dade	1%	(.5%)	Jan 1, 1992
DeSoto	1.5% (1%)	Jan 1, 1988	None		(.5%)	Jan 1, 2003	None
	(.5%)	Jan 1, 2015	Dec 2035	Monroe	1.5% (1%)	Nov 1, 1989	Dec 2033
Dixie	1%	Apr 1, 1990	Dec 2029		(.5%)	Jan 1, 1996	Dec 2025
Duval	1% (.5%)	Jan 1, 1989	None	Nassau	1%	Mar 1, 1996	None
	(.5%)	Jan 1, 2001	Dec 2030	Okaloosa	None		
Escambia	1.5% (1%)	Jun 1, 1992	Dec 2028	Okeechobee	1%	Oct 1, 1995	None
	(.5%)	Jan 1, 1998	Dec 2027	Orange	.5%	Jan 1, 2003	Dec 2025
Flagler	1% (.5%)	Jan 1, 2003	Dec 2022	Osceola	1.5% (1%)	Sep 1, 1990	Aug 2025
	(.5%)	Jan 1, 2013	Dec 2032		(.5%)	Jan 1, 2017	Dec 2036
Franklin	1%	Jan 1, 2008	None	Palm Beach	1%	Jan 1, 2017	Dec 2026
Gadsden	1.5% (1%)	Jan 1, 1996	None	Pasco	1%	Jan 1, 2005	Dec 2024
	(.5%)	Jan 1, 2009	Dec 2038	Pinellas	1%	Feb 1, 1990	Dec 2029
Gilchrist	1%	Oct 1, 1992	None	Polk	1% (.5%)	Jan 1, 2004	Dec 2018 ←
Glades	1%	Feb 1, 1992	Dec 2021		(.5%)	Jan 1, 2005	Dec 2044
Gulf	1%	Jan 1, 2010	None	Putnam	1%	Jan 1, 2003	Dec 2032
Hamilton	1%	Jul 1, 1990	Dec 2019	St. Johns	.5%	Jan 1, 2016	Dec 2025
Hardee	1%	Jan 1, 1998	None	St. Lucie	.5%	Jul 1, 1996	Dec 2026
Hendry	1%	Jan 1, 1988	None	Santa Rosa	1% (.5%)	Oct 1, 1998	Dec 2028
Hernando	.5%	Jan 1, 2016	Dec 2025		(.5%)	Jan 1, 2017	Dec 2021
Highlands	1.5% (1%)	Nov 1, 1989	Dec 2033	Sarasota	1%	Sep 1, 1989	Dec 2024
	(.5%)	Jan 1, 2017	Dec 2036	Seminole	1%	Jan 1, 2015	Dec 2024
Hillsborough	1% (.5%)	Dec 1, 1996	Nov 2026	Sumter	1%	Jan 1, 1993	None
	(.5%)	Oct 1, 2001	None	Suwannee	1%	Jan 1, 1988	None
Holmes	1%	Oct 1, 1995	Dec 2028	Taylor	1%	Aug 1, 1989	Dec 2037
Indian River	1%	Jan 1, 1989	Dec 2034	Union	1%	Feb 1, 1993	None
Jackson	1.5% (1%)	Jun 1, 1995	Dec 2025	Volusia	.5%	Jan 1, 2002	Dec 2031
	(.5%)	Jul 1, 1996	Dec 2025	Wakulla	1%	Jan 1, 1988	Dec 2037
Jefferson	1%	Jun 1, 1988	None	Walton	1%	Feb 1, 1995	None
Lafayette	1%	Sep 1, 1991	None	Washington	1%	Nov 1, 1993	None

➤ This is the Surtax Calendar Year by County.

➤ Each County has it's own Surtax and it can change!!

✓ 2 Expire this year!!

✓ Revises Annually

➤ We take our Surtax (listed here) add the State Florida Tax of 6% - we now know what to charge. Right?



How to Calculate the Tax

#2

Sales and Use Tax, Surtax, E911 Fee, Asphalt Use Tax Index Rates

Sales and Use Tax and Discretionary Sales Surtax Rates

Florida's general sales and use tax rate is 6% with the following exceptions: 4% on amusement machine receipts, 5.8% on the lease or license of commercial real property, and 6.95% on electricity.

Discretionary sales surtax (also called county tax) is imposed by many Florida counties and applies to most transactions subject to sales tax. The Florida Department of Revenue collects both taxes and distributes the surtax back to the counties. The discretionary sales surtax rate depends on the county. To compute the sales tax rate for each county, add the local option surtax rate to the general sales tax rate. The *Discretionary Sales Surtax Information* (Form DR-15DSS) lists the counties and their rates. The *History of Local and Current Sales Tax Rates* lists the counties and their historical local tax rates.

When sales transactions fall below or in between whole dollar amounts, you must use the bracket system to calculate the tax between whole dollar amounts. Under the bracket system, the actual tax collected may be more than a straight percentage of the total sales made during the reporting period.

The *Common Sales Tax Brackets* (Form DR-2X) includes brackets for the combined state rate and various discretionary sales surtax rates.

The *Florida Sales Tax Brackets Effective on all Leases and Licenses of Real Property* (Form DR-2 LLRP) includes brackets for the combined state rate of 5.8% on the lease or license to use real property (commercial rental property) and various discretionary sales surtax rates.

➤ This provides a TOTAL tax calculation for transactions – *Special “Sales Tax Brackets”*

Additional Individual Sales and Use Tax Brackets

4.0%	5.5%	7.0%
4.5%	6.0%	7.5%
5.0%	6.5%	8.0%



How to Calculate the Tax

#2



Florida Department of Revenue
Sales Tax Brackets
Effective on all 6.5% Taxable Transactions

DR-2B
R. 04/15

Amount of Sale	Tax	Amount of Sale	Tax
.10 - .15	.01	5.08 - 5.23	.34
.16 - .30	.02	5.24 - 5.38	.35
.31 - .46	.03	5.39 - 5.53	.36
.47 - .61	.04	5.54 - 5.69	.37
.62 - .76	.05	5.70 - 5.84	.38
.77 - .92	.06	5.85 - 6.09	.39
.93 - 1.07	.07	6.10 - 6.15	.40
1.08 - 1.23	.08	6.16 - 6.30	.41
1.24 - 1.38	.09	6.31 - 6.46	.42
1.39 - 1.53	.10	6.47 - 6.61	.43
1.54 - 1.69	.11	6.62 - 6.76	.44
1.70 - 1.84	.12	6.77 - 6.92	.45
1.85 - 2.09	.13	6.93 - 7.07	.46
2.10 - 2.15	.14	7.08 - 7.23	.47
2.16 - 2.30	.15	7.24 - 7.38	.48
2.31 - 2.46	.16	7.39 - 7.53	.49
2.47 - 2.61	.17	7.54 - 7.69	.50
2.62 - 2.76	.18	7.70 - 7.84	.51
2.77 - 2.92	.19	7.85 - 8.09	.52
2.93 - 3.07	.20	8.10 - 8.15	.53
3.08 - 3.23	.21	8.16 - 8.30	.54
3.24 - 3.38	.22	8.31 - 8.46	.55
3.39 - 3.53	.23	8.47 - 8.61	.56
3.54 - 3.69	.24	8.62 - 8.76	.57
3.70 - 3.84	.25	8.77 - 8.92	.58
3.85 - 4.09	.26	8.93 - 9.07	.59
4.10 - 4.15	.27	9.08 - 9.23	.60
4.16 - 4.30	.28	9.24 - 9.38	.61
4.31 - 4.46	.29	9.39 - 9.53	.62
4.47 - 4.61	.30	9.54 - 9.69	.63
4.62 - 4.76	.31	9.70 - 9.84	.64
4.77 - 4.92	.32	9.85 - 10.09	.65
4.93 - 5.07	.33		

Amount of Sale	Tax	Amount of Sale	Tax
10.10 - 10.15	.66	15.08 - 15.23	.99
10.16 - 10.30	.67	15.24 - 15.38	1.00
10.31 - 10.46	.68	15.39 - 15.53	1.01
10.47 - 10.61	.69	15.54 - 15.69	1.02
10.62 - 10.76	.70	15.70 - 15.84	1.03
10.77 - 10.92	.71	15.85 - 16.09	1.04
10.93 - 11.07	.72	16.10 - 16.15	1.05
11.08 - 11.23	.73	16.16 - 16.30	1.06
11.24 - 11.38	.74	16.31 - 16.46	1.07
11.39 - 11.53	.75	16.47 - 16.61	1.08
11.54 - 11.69	.76	16.62 - 16.76	1.09
11.70 - 11.84	.77	16.77 - 16.92	1.10
11.85 - 12.09	.78	16.93 - 17.07	1.11
12.10 - 12.15	.79	17.08 - 17.23	1.12
12.16 - 12.30	.80	17.24 - 17.38	1.13
12.31 - 12.46	.81	17.39 - 17.53	1.14
12.47 - 12.61	.82	17.54 - 17.69	1.15
12.62 - 12.76	.83	17.70 - 17.84	1.16
12.77 - 12.92	.84	17.85 - 18.09	1.17
12.93 - 13.07	.85	18.10 - 18.15	1.18
13.08 - 13.23	.86	18.16 - 18.30	1.19
13.24 - 13.38	.87	18.31 - 18.46	1.20
13.39 - 13.53	.88	18.47 - 18.61	1.21
13.54 - 13.69	.89	18.62 - 18.76	1.22
13.70 - 13.84	.90	18.77 - 18.92	1.23
13.85 - 14.09	.91	18.93 - 19.07	1.24
14.10 - 14.15	.92	19.08 - 19.23	1.25
14.16 - 14.30	.93	19.24 - 19.38	1.26
14.31 - 14.46	.94	19.39 - 19.53	1.27
14.47 - 14.61	.95	19.54 - 19.69	1.28
14.62 - 14.76	.96	19.70 - 19.84	1.29
14.77 - 14.92	.97	19.85 - 20.09	1.30
14.93 - 15.07	.98		

3 Hot Dogs \$ 15.00
1 Soda 1.00
Sub Total \$ 16.00
Tax 1.04
Grand Total \$ 17.04

If the sale amount is above the scope of the chart.

- Whole dollars are calculated at the county tax plus surtax rate.
- Then fractional dollars are found on the chart.

Candles \$22.50

$\$22 \times 0.065 = \1.43

Remaining fraction of dollars (.50) = .04

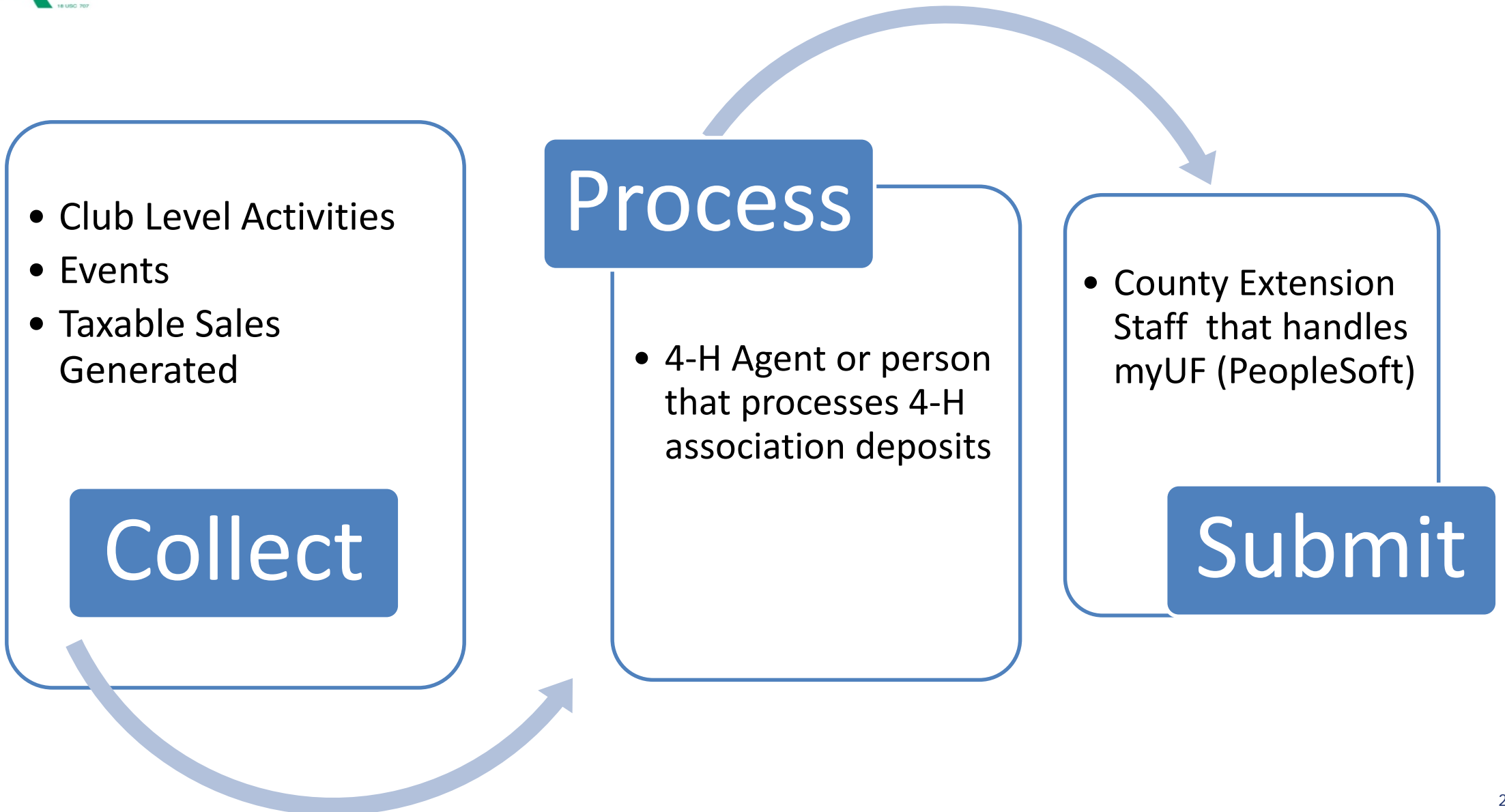
Total Tax 1.47

Grand Total \$23.97

BEST PRACTICE – Laminate or Copy for Clubs/Events – Keep with cash box boxes or consider small cash register with tax table capabilities.



How to Process and Submit





How to

Collect

- ❖ Monies are collected and receipted from activity/event
- ❖ Be sure you have a sales income total and a sales tax collected total
- ❖ Monies are submitted to 4-H Agent or person that processes 4-H association deposits



How to Process

- ❖ Agent or processor prepares deposit for the 4-H association bank account
 - ✓ Taxable sales, non-taxable sales, and collected sales tax must be written out separately on the deposit slip
- ❖ Sales income and sales tax need to be recorded separately within your 4-H association's bookkeeping system
 - ✓ Sales tax should not be recorded as revenue, as revenue affects which 990 your association completes.



How to

Process

❖ Complete the UF “(TAX ONLY) Sales Use Tax Report Form”

UF IFAS Extension UNIVERSITY of FLORIDA						
(TAX ONLY) Sales Use Tax Report Form						
Preparer's					Month	Year
County 4-H Association Name :					Sales Tax Rate for County :	
Date	Deposit #	Exempt/Non-Taxable (A)	Taxable (B)	Taxes Collected (C)	Total Sales (A)+(B)	Total Tax Deposit (C)
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -

- ✓ Enter your County information
- ✓ Enter the total Sales Amount (this includes both the taxable and non-taxable monies from the club/event)

- ✓ Enter the Total Tax Collected (C), which is the same as Total Tax Deposit (C). This will be the same amount as the 4-H association check to UF.



How to

Process

- ❖ 4-H association then cuts a check to University of Florida for the **SALES TAX AMOUNT ONLY**. This will match (C) on the "(TAX ONLY) Sales Use Tax Report Form" totals.
- ❖ ALL documentation from original deposit into the association must be included with the check payable to UF along with the completed "(TAX ONLY) Sales Use Tax Report Form".



How to Process

- ❖ Copies of the compiled documents below will need to be delivered to the county extension staff to enter into myUFL (PeopleSoft), along with the 4-H association check made payable to UF:
 - ✓ (Tax Only) Sales Use Tax Report Form
 - ✓ 4-H Association Check to UF*
 - ✓ 4-H Association Deposit Slip*
 - ✓ 4-H Association Bank Deposit Receipt*
 - ✓ ALL Checks and/or Cash Receipts*

* ***IMPORTANT:*** All account numbers must be blacked out (redacted) on copies prior to scanning.



How to

Submit

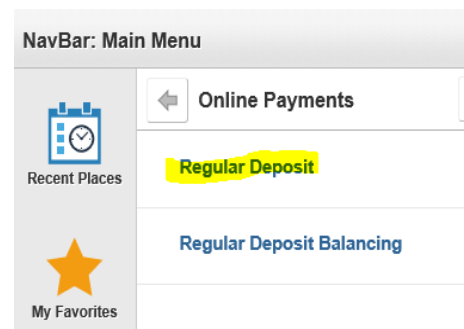
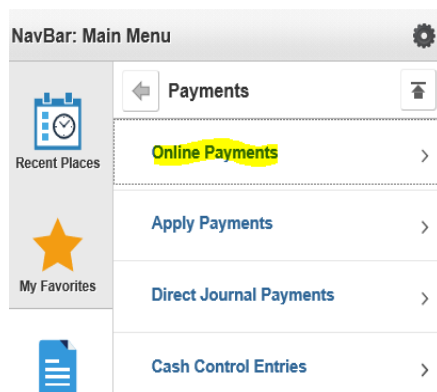
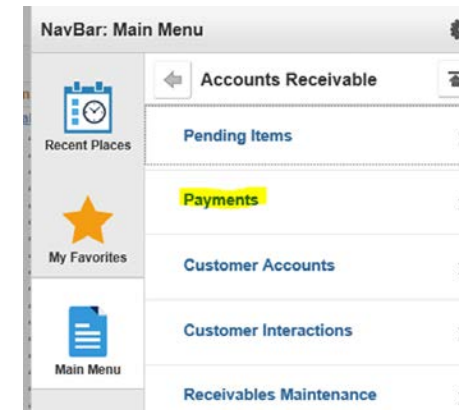
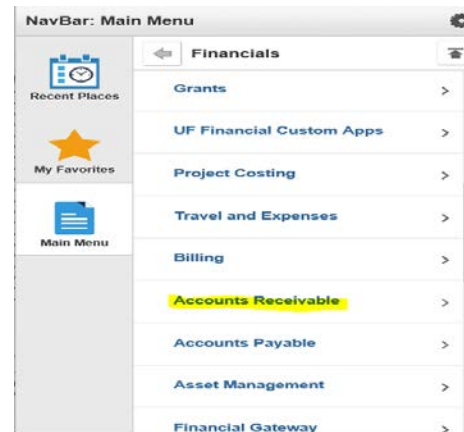
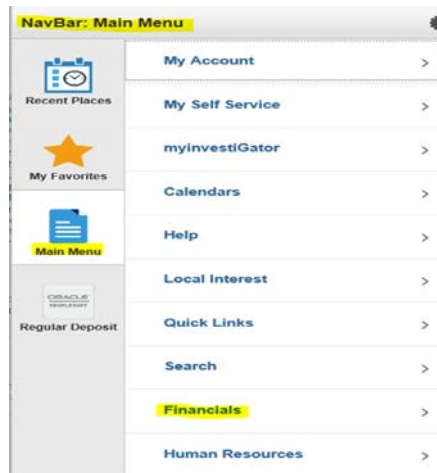
- ❖ 4-H association sales tax check with back-up documentation (PDF copies) are now ready for processing in myUFL (PeopleSoft)
- ❖ Check will be deposited into local Wells Fargo
 - ✓ If no local Wells Fargo or have not been on-boarded (Revenue and Enhancement), please contact Janet Waters
- ❖ Attach 4-H PDF Copies and UF PDF copies with Deposit Transmittal Form



How to

Submit

- Let's get started! Go to **my.ufl.edu**:
Main Menu > Financials > Accounts Receivable > Payments > Online Payments > Regular Deposit Click the **Add a New Value** tab.



Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Use Saved Search:

Deposit Unit:

Deposit ID:

User ID:

Assigned Operator ID:

☐ Case Sensitive

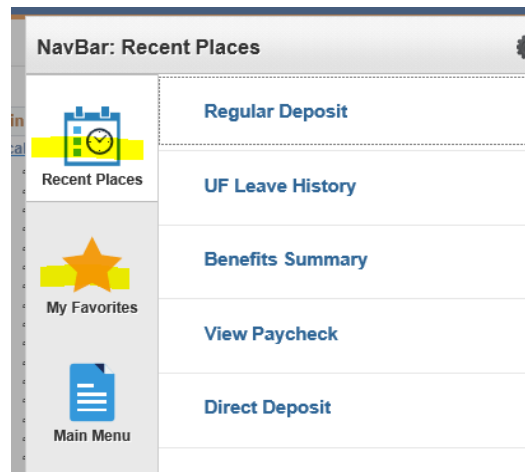
Search Clear Basic Search Save Search Criteria Delete Saved Search



How to

Submit

- **BEST PRACTICE** - 3 selections for quick short-cuts or quick access:
 - From "Recent Places" - depending on how often you use
 - Add to "Tool Bar"
 - Add to "Favorites"



Regular Deposit

Find an Existing Value Add a New Value

Deposit Unit:
Deposit ID: NEXT

Add

This is on the myUFL tool ribbon

While on Regular Deposit
Select Either Option

- Add To NavBar
- Add To Favorites
- Worklist
- Suggestions
- Sign out

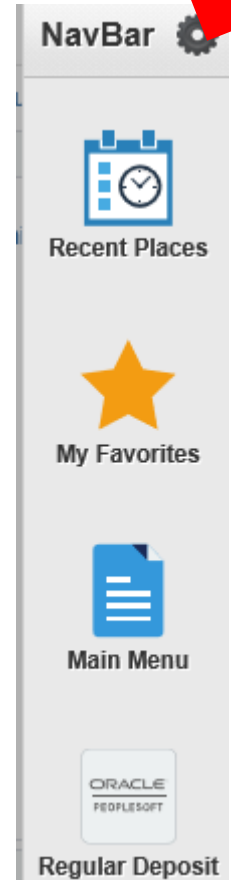
Add to Favorites

Please Enter a Unique Description for this Favorite

*Description Reg Deposit 4-H Sales Tax

OK

Cancel





How to Process and Submit

Payment ID field is the **Deposit Ticket serial/tracking number**, the first 9 numbers to the far left on MIRC line beginning with "6666XXXXX"

Totals **Payments**

Unit 0500 Deposit ID NEXT Date 02/04/2015

Balance Not Balanced

Payment Information

Payment Seq Tax Deposit Total

Amount 0.00

*Payment ID

Currency USD

Pymt Ref

*Accounting Date 2/5/2015

☐ Journal Directly

Attachments (0)

Customer Information

Customer ID Business Unit

Remit From Name

Corporate SubCust1

Corporate SetID

SubCust2

Link MICR

Prepared By Verified By

Redact (black out all other numbers prior to scan/attaching)

Open Field
type in
Tax Only

Pymt Ref is optional

Deposit Ticket serial/tracking number



How to Process and Submit

Create Accounting Entry

Accounting Entries | Deposit Control

Unit **6035** Deposit ID **Your Number**

Amount 1,000.00 USD

☐ Complete

Budget Status

Documents Fax Cover

**Remember...
Enter the Line Amount as
a *credit* (negative number)**

Distribution Lines

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Source	Fund	Dept	Progr
1	1 UFLOR	Speed Type	-1,000.00	USD	213100				
Total									
Lines	0	Total Debits	0.00	Currency USD	Total Credits	1,000.00	Currency USD	Net	-1,000.

Save Return to Search Notify Refresh

Enter ChartField values

Must Click Lightning Bolt before Complete and Save

After clicking
"lightning bolt"
✓ Complete

*Distribution
Line
Only One
Line
For the Tax
Only Deposit*

Fund is 991, Dept is YOUR COUNTY



Need Practice in myUFL (PeopleSoft)?

- ✓ <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/financial-toolkits/deposits/>

Homepage > Toolkit Resource Center > Financial Toolkits > Deposits

DEPOSITS

FINANCIAL TOOLKITS

- Asset Management
- Budget & Commitment Control
- Budget Checking
- Chartfields
- Deposits**
- Distance Learning
- Grants
- Human Subject Payments
- Hyperion Budgeting
- Journal Entry
- Managerial Budgets
- myUF Payment Solutions
- Paying Vendors (for DSOs)

This toolkit is designed for employees who make cash/check, credit card, EFT/ACH/wire or Cash Expense Refund deposits within myUFL. This site will help you learn important information about Treasury Management, editing and correcting deposits, deleting deposits, record retention and other necessary information.

Treasury Management

(352) 392-9057

You may notice the navigation in myUFL is different than what is shown in these training resources. Rest assured, these changes are primarily look and feel differences. All policies and procedures discussed in these materials are accurate and up to date. Training materials will be updated to reflect the new look and menu of myUFL.

Toolkit Features

- Simulations/Instruction Guides
- Training
- Security Roles
- Other Resources
- Contact Information

Web Simulations and Instruction Guides

- Making a Cash/Check Deposit Simulation | PDF
- Depositing Multiple Checks Simulation | PDF
- Preparing a Deposit Transmittal Form Simulation | PDF
- Making a Credit Card Deposit Simulation | PDF
- Making an Electronic Funds Transfer (EFT) Deposit Simulation | PDF

✓ Additional Training

✓ Live Simulations



Presentation Follow-Up!!

- ❖ Janet will send an email to the 4-H Agent Listserv with the following:
 - ✓ Complete slides and recording of this presentation
 - ✓ Written step-by-step instructions as well as additional Slides of myUFL screenshots
 - ✓ All attachments referenced
 - ✓ Combined Best Practices



Presentation Follow-Up!!

Please contact Janet Waters for any questions or concerns:

Janet G. Waters

4-H Business Coordinator

UF/IFAS Extension Business Services | 4-H Youth Development Program

P.O. Box 110225 | 1604 McCarty Dr. (MCCD) | Room 1040 | Gainesville,
FL 32611-0225

Direct: (352) 294-7863 | Main: (352) 392-1788 | Fax: (352)-392-5259

Email: janet.waters@ufl.edu

Why are we here?



- Ultimately .. It's our kids! ... Remember those first moments!! We truly are making difference!!
- Always striving To Make The Best Better!!
- University of Florida – IFAS Extension ... You all make it happen, UF makes it possible.
- THANK YOU for all each and everyone one of do every day to make this all happen!!
- Please take a moment to answer a few questions about this presentation. That is how we can make our Best Better for you. ☺ Please feel free to call or email us.

