



# Reserving Credits

## Business Rent / Commercial Lease Tax In 7 Easy Steps

When companies invest in our program, they make a lasting impact on the lives of scholarship students and inspire a brighter future through personalized education. **Thank you for your interest in partnering with Step Up For Students.**

Florida Department of Revenue requires tenants to submit an application for each property address, but the online application has been designed to make the process easy. After submitting the form, all the information will carry forward to another application, except for Scholarship Funding Organization and Contribution Amount.

To begin, visit <https://taxapps.floridarevenue.com/CommercialRentalScholarship> and log in, or register as a New User.

To get started, click the blue "Apply" button and an Application Form will open.



Below are step-by-step instructions for the form.

**1** Enter your corporation's information and contact information.

*\*If you are reserving credits for more than one address, this information will auto-populate on the next application.*

### Florida Sales Tax Credit Scholarship Program

**New Application**

Tenants of commercial rental property must apply to the Florida Department of Revenue to receive an allocation of the funds available under the Florida Sales Tax Credit Scholarship Program for sales tax credits each state fiscal year (July 1 – June 30). A separate application is required for each commercial rental property.

Information on rescinding a tax credit allocation is available on the "View Rescindments" link below.

[Apply](#)

### Florida Sales Tax Credit Scholarship Program

#### Application for a Credit Allocation

Fiscal Year 2019-20

If you exit this page before submitting the application, your information will not be saved.

**Tenant Information** ^

**FEIN or EIN (if available)**

**Business Mailing Address**

**Apt/Suite/Other**

**City**

**Country**

**State/Region**

**Postal Code**

**Contact First Name**

**Contact Last Name**

**Title**

**Phone Number Type**  US  International

**Phone**

**Email**

Your privacy is important to the Florida Department of Revenue. Email addresses provided to the Department for tax administration purposes are confidential and exempt from disclosure under section 213.053(2), Florida Statutes.



**2** Indicate your authorization and preference for email communication.

**3** Enter the information for the landlord associated with the leased property.

*\*If you are reserving credits for more than one address, this information will auto-populate on the next application.*



Step Up For Students distributes >99% of all Florida Tax Credit (FTC) Scholarships and is the only Scholarship Funding Organization (SFO) that has served lower income families statewide since the program's inception in 2001.

**4** Enter the physical address of the leased property.

*\*If you are reserving credits for more than one address, this information will auto-populate on the next application.*

*This feature allows users to easily switch suite numbers for multiple leases at one location. Please note, you will need to enter the complete address for each new location.*

Authorization for Email Communication

Florida law requires you to authorize the Florida Department of Revenue to respond to you using unencrypted email that does not require additional steps before you can access information in the email. To expedite the processing of your application, you may wish to receive unencrypted email regarding this application. If so, indicate your approval to receive unencrypted email by selecting 'Yes' below, otherwise, select 'No'.

Yes. I authorize the Florida Department of Revenue to send information regarding this application using unencrypted email.  
 No. I wish to receive encrypted emails from the Florida Department of Revenue. (The software used to encrypt email requires a one-time passcode or a user account.)

Landlord Information ^

**Landlord Business Name**

**Landlord Identifier Type**  FEIN  Sales Tax Certificate Number

**Landlord's Identifier**

**Business Mailing Address**

**Apt/Suite/Other**

**City**

**Country**

**State/Region**

**Postal Code**

**Contact First Name**

**Contact Last Name**

**Phone Number Type**  US  International

**Phone Number**

Commercial Rental Property Location Information ^

**Physical Street Address of Commercial Rental Property**

**Apt/Suite/Other**

**City**

**State**

**Postal Code**

# Florida Sales Tax Credit Scholarship Program



**5** Select Step Up For Students from the drop-down menu and enter the planned contribution amount for this address.

You may apply once for the entire state fiscal year (July 1– June 30) or multiple times for a maximum of 100% of your projected annual commercial lease sales tax.

**6** Indicate your authorization for the Florida Department of Revenue (DOR) to contact your landlord.

**7** Electronically Sign and click “Submit.”

After clicking “Submit,” please save the confirmation page and email it to Tim Bodamer at [TBodamer@SUFS.org](mailto:TBodamer@SUFS.org).

### Scholarship Information

Select the name of the eligible nonprofit scholarship-funding organization to which you will make a monetary contribution. If you wish to contribute to more than one organization, you must submit a separate application for each organization.

**Name of Eligible Nonprofit-Funding Organization**

**Planned Contribution Amount** \$  Enter your contribution in whole dollar amounts. (Example: \$1000)

### Authorization for Direct Communication with Your Landlord

To complete the processing of your application, additional information about the tax account established with the Florida Department of Revenue by your landlord for the property listed may be required. If you wish to allow the Department to contact your landlord directly about the tax you pay to the landlord, consent from you is required.

I authorize the Florida Department of Revenue to contact the Landlord regarding the sales tax credit available under the Florida Sales Tax Credit Scholarship Program for the identified property.

I do not authorize the Florida Department of Revenue to contact the Landlord regarding the sales tax credit available under the Florida Sales Tax Credit Scholarship Program for the identified property.

### Notification and Signature

I understand that section 212.099, Florida Statutes, requires the Florida Department of Revenue to provide a copy of any approval or denial letter issued with respect to this application to the eligible nonprofit scholarship-funding organization.

Under penalties of perjury, I declare that I have read this application and the facts stated in it are true.

**Electronic Signature of Tenant – Owner, Officer, or Partner**

**Date**

Once submitted, your application will be saved in your online account for future reference. The DOR will also send you an approval letter through your online account. Applications are approved on a first-come, first-served basis. For the 2019-20 state fiscal year, the program cap for commercial lease sales tax credits is \$57.5 million.