



**Request for Verification that Customers are
Authorized to Purchase for Resale**

**DR-600013
R. 01/16**
Rule 12A-1.097
Florida Administrative Code
Effective 01/16

(Please print or type)

Date of Request: _____

Name of Your Business: _____

Name of Contact at Your Business: _____

The Department of Revenue will return your diskette or CD to the contact/address that you specify.

Return Address: _____

Street

City

State

ZIP

Telephone Number of Contact: (_____) _____ - _____

Are you sending a diskette or a CD to the Department of Revenue?

Diskette CD

Total number of records in the file: _____

Mail the diskette or CD and this completed form to:

**Florida Department of Revenue
Production Management
5040 W Tharpe St Ste 202
Tallahassee FL 32303-7836
850-488-3516**

For general taxpayer information, please call 800-352-3671.

Note: Please visit our Internet site at www.myflorida.com/dor/gta.html to verify a resale or exemption certificate. Results are available within 24 hours of submission.

Instructions for Requesting Verification that Customers are Authorized to Purchase for Resale

This document explains the procedures for verifying that customers of a business are authorized to purchase for resale.

Send a file containing the Certificate of Registration numbers of the customers to the Florida Department of Revenue. A written request may be forwarded to the Department or you may submit Form DR-600013, *Request for Verification that Customers are Authorized to Purchase for Resale*. If a written request is submitted, please provide the following information: date of request, name of the dealer's business, return address, name and telephone number of a contact person.

Once the Department has received your file and request, we will then identify customers who are active registered dealers authorized to purchase for resale. The Department will return a file containing the Certificate of Registration numbers and vendor authorization numbers to a user contact at your place of business. Those customers for whom the vendor authorization number field is left blank are NOT authorized to make purchases for resale. Your user contact will also receive a letter summarizing the verification process. The file of customers that we return to your place of business will reside on the same medium sent to the Department.

FILE REQUIREMENTS

Data files that are sent to the Florida Department of Revenue must reside on 3 1/2" diskette or CD.

Diskette Requirements: Must be high density (HD) 1.44M or double density (DD), 720K
Must be IBM PC compatible format
Data file must be ASCII text format - no embedded signs or decimals
The file must be named RESALE.TXT
Do not zip (i.e., compress) the file

CD Requirements: Data file must be ASCII text format – no embedded signs or decimals
The file must be named RESALE.TXT
Do not zip (i.e., compress) the file

RECORD DESCRIPTION (file that you send to the Department of Revenue)

| <u>Position</u> | <u>Field Contents</u> | <u>Type</u> | <u>Length</u> |
|-----------------|--|--------------|---------------|
| 1-13 | Customer's Certificate of Registration number (no hyphens or spaces) | alphanumeric | 13 |
| 14-35 | User-defined data, reserved for use of your business | alphanumeric | 22 |
| 36-48 | Leave blank | alphanumeric | 13 |

RECORD DESCRIPTION (file that the Department of Revenue will return to you)

| <u>Position</u> | <u>Field Contents</u> | <u>Type</u> | <u>Length</u> |
|-----------------|--|--------------|---------------|
| 1-13 | Customer's Certificate of Registration number (no hyphens or spaces) | alphanumeric | 13 |
| 14-35 | User-defined data, reserved for use of your business | alphanumeric | 22 |
| 36-48 | Vendor authorization number (blank if not authorized) | alphanumeric | 13 |

Write your business name, the mailing date, and a sequence number (if you send more than one diskette or CD) on an external label and attach the label to the diskette or CD. In case the diskette or CD is lost or damaged, we recommend that you create a backup copy of your file. **Mail a completed request form and the diskette or CD to:**

**Florida Department of Revenue
Production Management
5040 W Tharpe St Ste 202
Tallahassee FL 32303-7836
850-488-3516**