



**List of Employees to be Transferred**

RTS-1SA  
R. 12/15  
TC  
Rule 73B-10.037  
Florida Administrative Code  
Effective 12/15



**Print or type in blue or black ink.**

Successor Name:	RT* Account No.:
Predecessor Name:	RT Account No.:
Contact Name:	Telephone No.:

Form RTS-1SA should list employees, who work or have worked for the transferred unit(s) from the date the unit was first reported by the predecessor(s) through the date of acquisition. The list must be in social security number sequential order and include employees' names. The *Employer's Annual Federal Unemployment (FUTA) Tax Return (Form 940)* and *Employer's Quarterly Report Form (RT-6, formerly UCT-6)* cannot be used in lieu of Form RTS-1SA. In addition, if the predecessor was an Employee Leasing Company that had not updated its client list to delete clients who left prior to the transfer, please submit a list of the client companies that left prior to the transfer.

If transferring more than ten employees, this information must be submitted electronically. For more information, call 800-352-3671, Monday through Friday, excluding holidays. Hours are posted on our website.

**List of Employees to be Transferred to the Successor**

	Social Security Number	Employee's Name (print or type last name first)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Please attach this form to your RTS-1S (formerly UCS-1S) and  
 Mail to:  
 Account Management  
 Florida Department of Revenue  
 P.O. Box 6510  
 Tallahassee, FL 32314-6510

Social security numbers (SSNs) are used by the Florida Department of Revenue as unique identifiers for the administration of Florida's taxes. SSNs obtained for tax administration purposes are confidential under sections 213.053 and 119.071, Florida Statutes, and not subject to disclosure as public records. Collection of your SSN is authorized under state and federal law. Visit our Internet site at [www.floridarevenue.com](http://www.floridarevenue.com) and select "Privacy Notice" for more information regarding the state and federal law governing the collection, use, or release of SSNs, including authorized exceptions.

\* Formerly Unemployment Tax