To: Certain Special District Registered Agents

From: Jack Gaskins Jr., Special District Accountability Program

Date: January 17, 2020

Subject: Final Notice: Noncompliance with required Fiscal Year 2019 / 2020 state fee and update requirements; due by February 17, 2020

Enclosed is the combined Fiscal Year 2019 / 2020 Special District Fee Invoice and Update Form (invoice / update form). For most special districts receiving this final notice, the total invoice amount is $225, which includes the annual state fee ($175) plus two $25 penalties for failure to remit the required fee to the Florida Department of Economic Opportunity (DEO) by the December 2, 2019 and the January 9, 2020, post-marked deadlines. For other special districts, the total invoice amount is based on unpaid late fees or partial payments.

If a special district fails to pay the amount due, Rule 73C-24.003(4), Florida Administrative Code, requires DEO to report the special district to the Office of the Comptroller for further action. This will result in additional fees and a report of collection activities to the credit bureaus.

To comply, complete one of the following three requirements by February 17, 2020:

1. Pay the amount due at www.FloridaJobs.org/SpecialDistrictFee using a Visa or MasterCard and email the signed and dated invoice / update form to Jack.Gaskins@DEO.MyFlorida.com.

2. Prepare a check made payable to the Florida Department of Economic Opportunity; enter the invoice number in the memo field; mail the check and invoice / update form to: Florida Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124.

3. Certify eligibility for the zero fee by initialing all three items under “Step 2” on the invoice / update form and mail it to the address listed above or email it to Jack.Gaskins@DEO.MyFlorida.com.

If the special district does not complete one of the above three requirements by February 17, 2020, hold the payment and wait to hear from the collection agency. DEO must return all payments postmarked after February 17, 2020.

If you have questions or concerns, please contact me at Jack.Gaskins@DEO.MyFlorida.com or 850-717-8430.