To: Certain Special District Registered Agents

From: Jack Gaskins Jr., Special District Accountability Program

Date: December 10, 2019

Subject: Noncompliance with Fiscal Year 2019 - 2020 state fee and update requirements; fee and/or late fee and update form due by January 9, 2020

On October 1, 2019, the Florida Department of Economic Opportunity (DEO) mailed the combined Fiscal Year 2019 - 2020 Special District Fee Invoice and Update Form (form) along with a cover letter explaining the purpose of the state fee and form to all special districts. The post-marked deadline for remitting payment and the form was December 2, 2019. As of December 10, 2019, DEO has either not received payment or received payment post-marked after December 2, 2019.

Enclosed is a new form that includes a **$25 penalty** for failure to remit payment by the deadline. You may pay the amount due through one of the following methods:

- By credit or debit card (Visa or MasterCard) at [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee). Email the form to [Jack.Gaskins@DEO.MyFlorida.com](mailto:Jack.Gaskins@DEO.MyFlorida.com) or mail it to the address below.

- By check with the invoice number entered in the memo field along with the form, mailed to the Florida Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124.

You may download a copy of the October 1, 2019 cover letter, a duplicate form and DEO’s W-9 form from [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee).

To avoid a second $25 penalty, the payment of the annual fee and $25 penalty must be paid online or **postmarked by January 9, 2020**. Rule 73C-24.003(4), *Florida Administrative Code*, requires DEO to report each special district in noncompliance with its fee requirements 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.

If you have any questions or concerns, please contact me at 850-717-8430 or [Jack.Gaskins@DEO.MyFlorida.com](mailto:Jack.Gaskins@DEO.MyFlorida.com).