To: All Special District Registered Agents

From: Jack Gaskins Jr., Special District Accountability Program

Date: October 1, 2020

Subject: Fiscal Year 2020/2021 Annual State Fee and Update Requirements

Postmarked Due Date is December 2, 2020

This memo contains the instructions for complying with the annual state fee and update requirement using the enclosed Fiscal Year 2020/2021 Annual Special District Fee Invoice and Update Form (invoice / update form). The state fee remains $175 per special district, unless the special district certifies that it is eligible for a zero fee. To avoid a $25 late fee, the payment must be postmarked or paid online by December 2, 2020.

The Purpose of the Annual State Fee

Chapter 189, Florida Statutes, the Uniform Special District Accountability Act (Act), assigns duties to the Special District Accountability Program within the Florida Department of Economic Opportunity (DEO) and requires DEO to annually collect a state fee from each special district to cover the costs of administering the Act. For more information, see www.FloridaJobs.org/SDAP.

The Purpose of Reviewing the Special District’s Profile

The Act, along with Rule Chapter 73C-24, Florida Administrative Code, requires each special district to maintain specific information with DEO and requires DEO to make that information available through the Official List of Special Districts (www.FloridaJobs.org/OfficialList). The Florida Legislature, state agencies and local government officials use that information to monitor special districts, coordinate activities, collect and compile financial and other information and make informed policy decisions. Therefore, it is important for each special district’s registered agent to annually review the information on the invoice / update form, make any needed corrections or updates directly on the invoice / update form and return it to DEO along with the state fee.

Reminders

Each newly created special district must have an official website by the end of the first full fiscal year after its creation. All other special districts should already have an official website that contains specific information (see www.FloridaJobs.org/SDWebsites#offwebsite). If the special district’s official website address is not listed on the invoice / update form, the special district must provide it.

The recently updated Florida Special District Handbook (www.FloridaJobs.org/SpecialDistrictHandbook) covers general operating procedures for special districts. DEO encourages all special district staff and governing body members to review this handbook to help ensure compliance with state requirements.

(TURN OVER FOR INSTRUCTIONS)
Instructions for Complying with the Annual State Fee and Update Requirement

Complete the following in time for the state fee to be postmarked or paid online by December 2, 2020. Pay special attention to the items marked “IMPORTANT!” to avoid the possibility of being charged a late fee. Direct questions to Jack Gaskins at Jack.Gaskins@deo.myflorida.com.

STEP 1: Review the special district’s profile on the enclosed invoice / update form:

a. Make any needed changes directly on the invoice / update form by striking through the outdated or incorrect information and writing in the new or correct information. Provide missing information.

b. Sign and date where indicated.


STEP 2: Pay the $175 state fee or, if eligible, certify eligibility for the zero fee:

a. The program encourages all special districts to pay online with a Visa or MasterCard by visiting www.FloridaJobs.org/SpecialDistrictFee and following the instructions – it’s fast, free and convenient.

b. IMPORTANT! If not paying online, prepare a check payable to the Florida Department of Economic Opportunity and enter the invoice number in the memo field.

c. Or, if the special district meets all three statements in the “Zero Annual Fee Certification Section,” certify eligibility for the zero fee by initialing each statement instead of paying the fee.

d. DEO’s W-9 form can be downloaded from www.FloridaJobs.org/SpecialDistrictFee.

STEP 3: Make a copy of the invoice / update form for your records.

STEP 4: Prepare and return the invoice / update form along with any applicable attachments using only the address below:

a. If payment was made online, write “Paid Online” on the invoice / update form and email or mail it to us.

b. IMPORTANT! If payment is not being made online, attach a check to the invoice / update form to ensure the payment is properly credited to the correct special district and mail the invoice / update form to us. BE SURE TO INCLUDE THE INVOICE / UPDATE FORM WHEN MAILING A CHECK!

c. If certifying for a zero fee, email or mail the invoice / update form to us.

d. If the invoice / update form indicates the special district needs to provide its boundary map and/or creation document, email or mail the document(s) to us.

IMPORTANT! ONLY USE THIS ADDRESS:

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