

E-Filing Your TPP Tax Return with Seminole County Property Appraiser

<https://tpp.scpafl.org/>

- Search for your account by your 7-digit Account # or Business Name
- Click on the account number to view available actions
- *Multiple Accounts* If you have multiple accounts for the same owner, you can eFile and Request a Filing Extension as a single operation. Closure requests must be filed individually.



Download DR405 Fillable PDF

- To download a prepopulated, fillable PDF of a DR405 (tax return), click the 'Download DR405 Fillable PDF' box
- You must save the document to your computer, then open the PDF in Adobe to complete.
- To file a completed DR405 return, you must access the eFile section and upload the form.



Request a Code for eFiling

An access code is required to eFile your return. The code is printed on the DR405 return or waiver postcard that was mailed to you. You may also request a code:

- Click the 'Request a Code for eFiling' box
- Complete 'Your Information' (Name, phone #, and email address)
- Select whether you are the business owner or a certified representative of the company
- Verify that you are authorized to make the request on behalf of the company
- Click 'Save Your Access Request and Continue'
- You will receive an email from SCPA. You MUST CLICK THE LINK in the email to receive your access code
- After clicking the link in your email, you will be directed back to the E-File system, displaying your access code. You are automatically logged in and able to eFile by clicking 'Continue to Account eFile'
- You will also receive an email with your access code



eFile Your Return

To electronically file your return, you will need your access code. The code is printed on the DR405 return, waiver postcard that was mailed to you, or you received via the online request form above.

- Click 'eFile Your Return'
- Select the document type you will be uploading: **DR405 or Supporting Document**. You may upload multiple documents.
 - Click 'Browse' to select the file(s) you wish to upload
 - The system only accepts the following file formats: PDF, XLS, XLSX, DOC and DOCX
 - Successfully loaded documents will be listed.
 - You cannot view the uploaded document, however you can delete an uploaded document if done in error.
- If your DR405 is not signed, you may add an **eSignature file**:
 - Click 'DR405 not signed? Add an eSignature file'
 - Complete 'Your Information' (Name, phone #, and email address)
 - Select whether you are the business owner or a certified representative of the company
 - Verify that you are authorized to sign an affidavit on behalf of the company
 - Click 'Create Digitally Signed Affidavit'
 - A copy of the signed affidavit will be emailed to you for your records
- When files and/or eSignatures are uploaded, click '**Finalize Return**'
 - Complete 'Your Information' (Name, phone #, and email address)
 - Select whether you are the business owner or a certified representative of the company
 - Verify that you are authorized to file a return on behalf of the company
 - Click 'Finalize and Complete Your Return'
 - Your submission is now complete. You will receive an email confirmation with your receipt.

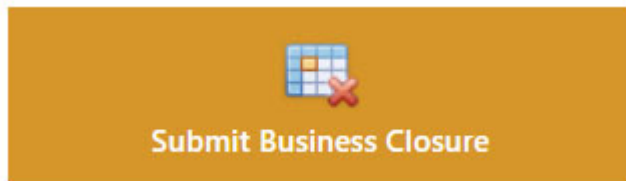


Request Filing Extension

The deadline to file your TPP return is April 1st. You may request to file a 30-day or 45-day extension.

- Click the 'Request Filing Extension' box

- From the drop down box, select either '30 Day Extension' or '45 Day Extension'
- If requesting a 45-day extension, you must provide a reason for the request
- Click 'Next'
- Complete 'Your Information' (Name, phone #, and email address)
- Select whether you are the business owner or a certified representative of the company
- Verify that you are authorized to make the request on behalf of the company
- Click 'Save Your Extension Request and Continue'
- You will receive an email from SCPA. You MUST CLICK THE LINK in the email to complete the extension process
- After clicking the link in your email, you will be directed back to the E-File system with a confirmation page indicating that an extension has been granted. You will receive an email confirmation.



You must notify our office if your business has closed. If your business closed after January 1st, you are still required to file a tax return.

- Click the 'Submit Business Closure' box
- Select date that business closed
- Select the reason and answer applicable questions
- Click 'Next'
- Complete 'Your Information' (Name, phone #, and email address)
- Select whether you are the business owner or a certified representative of the company
- Verify that you are authorized to make the request on behalf of the company
- Click 'Save Your Closure Request and Continue'
- You will receive an email from SCPA. You MUST CLICK THE LINK in the email to complete the closure request process
- After clicking the link in your email, you will be directed back to the E-File system with a confirmation page indicating that your request has been submitted.