



**OFFICE OF THE COMPTROLLER**  
**DEPARTMENT OF BANKING AND FINANCE**  
**STATE OF FLORIDA**  
**TALLAHASSEE**  
**32399-0350**

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IN REPLY REFER TO:  
DBFBP 01-18

**TO:** Agency Addressed

**FROM:** Diana Flagg, Chief  
Bureau of State Payrolls

**SUBJECT:** On-Line FICA Tax Collection System

The Comptroller's payroll system has been enhanced to provide agencies the ability to collect employer and employee FICA (Social Security and Medicare) tax underpayments, correct employee earnings records, and transfer collected taxes to the appropriate Comptroller clearing trust accounts. Agencies may collect underpaid FICA taxes on the next payroll (currently employed only), or have the underpayment paid from a designated departmental account.

Effective immediately, this on-line system is available to agencies through the Payroll Main Menu by selecting (CA) Cancellations and Adjustments and then (TC) Tax Collections. Procedures for using the system are located in Volume V, Section 10 of the Payroll Preparation Manual.

Agency Payroll Access Control Custodians may begin setting up access for users. Procedures for Payroll System Access is located in Volume V, Section 1 of the Payroll Preparation Manual. The Taxation and Reconciliation Section is available for assistance.

Agencies are responsible for identifying and correcting the underpayment of FICA taxes. The Bureau of State Payrolls (BOSP) will provide assistance as needed. Requests for the collection of underpaid withholding taxes should be directed to the BOSP Taxation/Reconciliation Section.

If you have any questions about these instructions, FICA taxation in general, or would like to request training, please contact Janet Joiner at SUNCOM 210-9435 or (850)410-9435, or e-mail [jjoiner@mail.dbf.state.fl.us](mailto:jjoiner@mail.dbf.state.fl.us); or contact Vickie Morgan-Gates at (850)410-9458 or SUNCOM 210-9458 or e-mail [vmorgang@mail.dbf.state.fl.us](mailto:vmorgang@mail.dbf.state.fl.us).

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