



# PROCESS SERVICES INC.

The Premier Florida Process Service

## Special Note

\* Never place the Personal Name of the officer holding the position, only put their title such as director or secretary, on any paper unless they are being sued individually. This applies to all State Agencies. Positions change and some offices can be difficult if they have the opportunity to be.

## The Florida Department of Revenue

501 South Calhoun Street

201 Carlton Building, Tallahassee, Florida 32399

(850) 488-0712

*Example heading of summons -*

The Florida Department of Revenue C/O It's Executive Director

The process will be served at the above address on the General Counsel's office. No extra copies or fees required.

Hopefully this will help you in filling out your service of process, preventing delays, numerous phone calls and having to re-do your paperwork!