

Monroe County Tourist Development Tax Return

Danise D. Henriquez, C.F.C.

Instructions for completing tax return

1. GROSS RENTAL RECEIPTS: Enter the total dollar amount of short term rentals (six months or less).
2. EXEMPT RENTAL RECEIPTS: Enter the dollar amount of any rentals covered by State and/or Federal Certificates of Exemption.
3. TAXABLE RENTAL RECEIPTS: Enter the dollar amount of taxable rental receipts (line 1 minus line 2).
4. TOTAL TAX: Enter total Tourist Development Tax collected – 5% of Line 3.
5. COLLECTION ALLOWANCE: It is 2.5% (.025) of the first \$1200 of tax due from line 4, not to exceed \$30.00. After the 20th day following the reporting period, there is no entitlement to a collection allowance, and penalty & interest will apply.
6. PENALTY: If delinquent, enter 10% of the total tax due (line 4) if not more than 30 days late. The penalty will include an additional 10% for each additional 30 day period, but will not exceed 50% of the total tax due for each period. In no case shall the penalty be less than \$50.00.
7. INTEREST: If delinquent, contact 305-295-5000 for the current variable rate.
8. TOTAL AMOUNT DUE: Line 4, less line 5. If late, add line 4, 6, 7 (line 5 will be zero).

Reporting Period: _____

Reporting Frequency: _____

Sales Tax No.: _____

Business Name: _____

Business Address: _____

Owner Name: _____

Mailing Address: _____

Business Phone: _____

Rental Type: _____

Total Units: _____

1. Gross Rental Receipts:	
2. Exempt Rentals:	
3. Taxable Rentals (line 1 less line 2):	
4. Total Tax 5%:	
5. Less – Collection Allowance:	
6. Plus - Penalty:	
7. Plus – Interest:	
8. Total Amount Due:	

Tear off and submit bottom portion with check

Reporting Period: _____

Account # _____

Reporting Frequency: _____

Sales Tax No.: _____

Business Name: _____

Business Address: _____

Owner Name: _____

Mailing Address: _____

Business Phone: _____

Rental Type: _____

Total Units: _____

1. Gross Rental Receipts:	
2. Exempt Rentals:	
3. Taxable Rentals (line 1 less line 2):	
4. Total Tax 5%:	
5. Less – Collection Allowance:	
6. Plus – Penalty:	
7. Plus – Interest:	
8. Total Amount Due:	

Make checks payable to: Danise D. Henriquez, C.F.C.
P.O. Box 1129
Key West, FL. 33041-1129

Signature _____

Danise D. Henriquez, CFC

Monroe County Tax Collector

PO Box 1129, Key West, Florida 33041-1129 (305)295-5000

Tourist Development Tax Application

Business Name: _____ Federal ID # _____

Business Owner: _____

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Telephone # _____

If the applicant is an individual, the below information is to be completed:

Owner Name: _____ Social Security # _____

Additional Owner Name: _____ Social Security # _____

Owner Mailing Address: _____

City: _____ State: _____ Zip: _____

Owner Telephone #: _____

PHYSICAL RENTAL LOCATION INFORMATION:

Address: _____ Unit # _____

City: _____ Zip: _____ Total Rental Units: _____

Business Tax Number: _____ Tangible Tax Number: _____

Business Type: Please check only one. Sales Tax # _____

- Apartment
- Bed & Breakfast
- Single Family Dwelling
- Condominium
- Time Share
- Hotel
- Motel
- Property Mgmt.
- Campground/RV Park
- Mobile Home
- Other (please explain) _____

Tax Reporting Requirements: Please check only one.

- Monthly
 - Quarterly (\$100.00 or less in tax is collected for the quarter)
 - Semi-Annual (\$200.00 or less in tax is collected for the six month period)
 - Annual Winter (October through March)
 - Annual Summer (April through September)
- Rental start date: _____

APPLICANT DECLARATION AND SIGNATURE:

Social Security numbers are used by our office as identifiers for the administration of Florida's tax law. All information provided by the applicant is confidential as provided in s. 213.053, F.S., and is not subject to Florida Public Records Law, s. 119.07, F.S.

Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true.

Applicant's Signature: _____

Date: _____

Title: _____

Print Name: _____