

# SARASOTA COUNTY TOURIST DEVELOPMENT TAX

## INSTRUCTIONS FOR COMPLETING RETURN FORMS

Carefully review the information printed on the forms, including rental location and mailing address. If any information is incorrect or omitted, please write the correct information on your first return and we will update our records.

**Reminder:** If you do not rent for a particular month or quarter, you **MUST** complete a return indicating zero rent unless you have filed an affidavit with this office to inactivate your account. (Failure to file will subject you to a late filing penalty.) If you have any questions, please email [Info@SarasotaTaxCollector.com](mailto:Info@SarasotaTaxCollector.com) or call us at (941) 861-8300, option 3.

### **STEP ONE – Rental Amount:**

**Gross Rental Receipts:** Enter the total amount of revenue received for transient rentals.

**Exempt Rental Receipts:** Enter the total amount of revenue reported on line 1 (gross rental receipts) that was received from exempt renters (for example: military, non-profit agencies, churches, full time students, etc.).

**Taxable Rental Receipts:** This is the amount of revenue on which tax was collected. Gross Rental Receipts (line 1) less Exempt Rental Receipts (line 2).

### **STEP TWO – Tax Amount:**

**Total Tax Collected:** Enter the amount of Tourist Development Tax collected.

### **STEP THREE – Collection Allowance OR Penalty & Interest:**

*Return is filed by  
the 20<sup>th</sup> of the  
next month*

**Less – Collection Allowance:** The collection allowance for the collection of this tax is 2.5% (two and one half percent) on the first \$1,200.00 of tax (line 4). The collection allowance is **not to exceed \$30. You are entitled to a collection allowance only if the return is filed on time.**

*Return is filed  
delinquent – filed after  
the 20<sup>th</sup> of the month  
following the month  
tax was collected*

**Plus – Penalty and Interest:** If the return and payment are not postmarked by the 20<sup>th</sup> of the month following the reporting period, the collection allowance (line 5) is forfeited. In addition, you are liable for the penalty (line 6) and interest (line 7). The penalty is 10% of the tax due (line 4) for each month that the return is delinquent with a **minimum penalty of \$50.00 - whichever is greater.** The interest rate is variable. You will need to contact our office at (941) 861-8300, option 3 for instructions.

### **STEP FOUR- Remit Taxes Collected:**

**Total Amount Due:** This is the total tax due (line 4) LESS the collection allowance (line 5) if the return is filed on time **OR** the total tax due (line 4) PLUS penalty (line 6) and interest (line 7) if the return is delinquent. Please make your check payable to Barbara Ford-Coates, Tax Collector for the amount on line 8.

## **STEP FIVE - Verify and Sign:**

**Signature:** The person completing the return needs to verify all the information and sign the bottom of the return in the space provided.

### **EXAMPLES:**

January 2012 return filed **on time** (postmarked on or before February 20, 2012) - **5% tax rate**

<b>SARASOTA COUNTY TOURIST DEVELOPMENT TAX RETURN</b>			<b><i>SUBMIT WITH PAYMENT</i></b>
TAX COLLECTED DURING	MONTH	YEAR	Note: Return is delinquent if not postmarked by the 20 <sup>th</sup> of the month following the reporting period.
ACCOUNT# <u>1 2 3 4</u>			
RENTAL LOCATION			<b>AMOUNTS COLLECTED</b>
<i>9876 First Street</i> <i>Sarasota, FL 34230</i>			1. Gross Rental Receipts
<i>Any Hotel</i> <i>4567 Main Street</i> <i>Sarasota, FL 34230</i>			2. Exempt Rental Receipts
			3. Taxable Rental Receipts
			4. Total Tax Collected
			5. Less - Collection Allowance 2.5% of tax collected
			6. Plus Delinquent Penalty
			7. Plus Delinquent Interest
			<b>8. Total Amount Due</b>
SIGNATURE REQUIRED _____			MAKE CHECK PAYABLE TO: BARBARA FORD-COATES, TAX COLLECTOR 101 S. Washington Blvd. • Sarasota, FL 34236-6993 • (941) 861-8300, option 3 www.SarasotaTaxCollector.com • Info@SarasotaTaxCollector.com

January 2012 return filed **late** (postmarked February 21, 2012 or later) - **5% tax rate**

<b>SARASOTA COUNTY TOURIST DEVELOPMENT TAX RETURN</b>			<b><i>SUBMIT WITH PAYMENT</i></b>
TAX COLLECTED DURING	MONTH	YEAR	Note: Return is delinquent if not postmarked by the 20 <sup>th</sup> of the month following the reporting period.
ACCOUNT# <u>1 2 3 4</u>	<u>Jan.</u>	<u>2012</u>	
RENTAL LOCATION			<b>AMOUNTS COLLECTED</b>
<i>9876 First Street</i> <i>Sarasota, FL 34230</i>			1. Gross Rental Receipts
<i>Any Hotel</i> <i>4567 Main Street</i> <i>Sarasota, FL 34230</i>			2. Exempt Rental Receipts
			3. Taxable Rental Receipts
			4. Total Tax Collected
			5. Less - Collection Allowance 2.5% of tax collected
			6. Plus Delinquent Penalty
			7. Plus Delinquent Interest
			<b>8. Total Amount Due</b>
SIGNATURE REQUIRED _____			MAKE CHECK PAYABLE TO: BARBARA FORD-COATES, TAX COLLECTOR 101 S. Washington Blvd. • Sarasota, FL 34236-6993 • (941) 861-8300, option 3 www.SarasotaTaxCollector.com • Info@SarasotaTaxCollector.com