

SARASOTA COUNTY TAX COLLECTOR BARBARA FORD-COATES
101 S. Washington Blvd., Sarasota, FL 34236-6940
(941) 861-8300

Registration for Consolidated Tourist Development Tax

1. Business/Owner's Name		Office Use Only Account # _____	
2. Contact Person		10. Federal Employer ID Number (FEI) _____	
3. Mailing Address		11. State Sales Tax Number _____ (Obtain from Department of Revenue)	
City	State	Zip	
4. Telephone Number ()		5. Fax Number ()	
		12. Your Sarasota County Local Business Tax Receipt Number _____	
6. E-mail/Website		13. Local Business Tax Receipt Renewals: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more information	
7. Type of Business Organization (Check One) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Professional Association <input type="checkbox"/> Individual <input type="checkbox"/> Other _____		14. Zip code of the rentals? (See instructions below) _____	
8. Type of rentals you will be filing for: (Check all that apply) <input type="checkbox"/> Hotel <input type="checkbox"/> Motel <input type="checkbox"/> Condominium <input type="checkbox"/> Apartment/Villa <input type="checkbox"/> Mobile Home <input type="checkbox"/> Residential Home <input type="checkbox"/> Other _____		9. # of rental units you handle of each type: _____ _____ _____ _____ _____ _____	
		_____ Signature	
		_____ Print Name	
		_____ Date	

Instructions for Completing Registration

- Business/Owner's Name**-Enter the name of the property management company or owner name if an individual property owner.
 - Contact Person**-Enter the name of the person who will be responsible for this account. Phone calls and correspondence will be directed to this individual.
 - Mailing Address**-Enter address for all mailings from this office - this includes notices, correspondence and return forms.
 - Telephone Number**-Enter telephone number, including area code.
 - Fax Number**-Enter fax number, including area code.
 - E-mail/Website**-Enter the e-mail address of the contact person, or the website of the business, if available.
 - Type of Business Organization**-Check one box that best describes the entity named in item 1.
 - Type of rentals**-Check all the boxes that best describe the rental facilities you will be handling.
 - # of rental units you handle of each type**-Enter the total # of rental units, for each type, that you handle. For instance, if your property management company has 22 condominiums and 14 residential houses available to rent (regardless of how many are actually rented), check condo box 4 with 22 on the blank line and check box Residential Home with 14 on the blank line.
 - Federal Employer ID Number (FEI)** -Enter the business FEI Number.
 - State Sales Tax Number**-Enter the number issued by the Department of Revenue for reporting the 7% state sales tax. ★
 - Local Business Tax Receipt Number**-If the business requires a county local business tax receipt, enter the receipt number.
 - Local Business Tax Renewals**-Property available for rent for less than 1 month is required to have a local business tax receipt. As a service to your customer, we can establish a procedure that will allow you to renew their receipts. Please contact this office for further information.
 - Zip Code of rentals**-In order to track, as closely as we can, where tourist taxes are being collected, please indicate if a majority of your rental properties are located in a single zip code. Note that it does not have to be all rentals, but it should be more than half. If, for instance, 30% of your rentals are located in 34242, 40% in 34228 and 30% in 34236, indicate NO zip code.
- ★ If a number has been applied for but not yet received, enter "applied for" and notify the Tax Collector's Office as soon as it is received.